

User: nedr@sandpointrentals.com

## 2016 Chapter Compliance

**All chapters are required to answer questions 1-10 BY THE LAST DAY OF February**

Chapter: Inland Northwest

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload Bylaws (Rev 20130527) - NARPM INW WA C067.docx

2. Fill in number of RVP calls the chapter's president or their representative participated in: 4

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2016 form 990-EZ (pdf).pdf

4. Upload a copy of your current year budget: 2016 Budget.pdf

5. List number of membership meetings: 8

Flier Upload (5.1) 2016-02-24 Meeting Agenda.pdf

Flier Upload (5.2) 2016-03-23 Meeting Agenda.pdf

Flier Upload (5.3) 2016-04-27 Meeting Agenda.pdf

Flier Upload (5.4) 2016-05-25 Meeting Agenda.pdf

Flier Upload (5.5) 2016-06-17 Meeting Agenda.pdf

Flier Upload (5.6) 2016-09-28 Meeting Agenda.pdf

Flier Upload (5.7) 2016-11-16 Meeting Agenda.pdf

Flier Upload (5.8) 2016-12-15 Meeting Agenda.pdf

|              |  |
|--------------|--|
| Flier Upload | 2016-10-26 NARPM Meeting Agenda (canceled).pdf |
| Flier Upload | 2016-12-15 NARPM Meeting Adenda.pdf            |
| Flier Upload |  |
| Flier Upload |  |

6. List number of board meetings: 5

Copy of Minutes (6.1) 2016-02-18 Board Meeting Minutes.pdf

Copy of Minutes (6.2) 2016-05-06 Board Meeting Minutes.pdf

Copy of Minutes (6.3) 2016-08-23 Board Meeting Minutes.pdf

Copy of Minutes (6.4) 2016-09-09 Board Meeting Minutes.pdf

Copy of Minutes (6.5) 2016-12-07 Board Meeting Minutes.pdf

Copy of Minutes

Copy of Minutes

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7. Does your chapter charge dues? No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included?

10. On a scale of 1-10, how well do you think your chapter is doings? 7

Do you want to apply for Chapter Excellence as well? Yes



## National Association of Residential Property Managers

### 2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

|  |                  |
|--|------------------|
| Chapter Number and Name:   | Inland Northwest |
| Is this a New Chapter formed within the last 18 months?                  | No               |
| Number of chapter members at time of Application (excluding affiliates): | 29               |
| Total Points from Application:   | 39               |

**Chapters must have 30 or more points to submit an application.**

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

**To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.**

**E-mail questions to one of the volunteers: [kdm@partnersmgmt.com](mailto:kdm@partnersmgmt.com)  
Or phone: 404-876-8700 (Eastern Time Zone)**

**The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.**

**New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list**

## Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

## Application Questions:

**MEMBERSHIP:** Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

22

Associate Members: 7

Support Staff Members:

Life Members:

Combined Total Number of Members: 29

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload (1) 2016 Chapter Roster.pdf

Does the state in which the chapter is located have continuing education requirements for licensing? Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points: 2

Number of New Members added to Chapter: 2

New Member Growth: 1=3-9%

New Members Upload (2) and (3) 2016 New Members since 2016-01-01.pdf

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points: 3

Membership Retention: 3

Membership Retention Upload (2) and (3) 2016 New Members since 2016-01-01.pdf

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points: 0

Affiliate Members:

Affiliate Members Upload

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points: 0

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points: 0

Number of Community Service  
Projects Provided:

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points: 0

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points: 5

Percentage of Members in Attendance: 4=10-19%

Membership Attendance (8) NARPM Convention Attendees (5).pdf

Membership Attendance

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points: 0

Percentage of Members in Attendance:

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points: 0

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points: 0

Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

**EDUCATION:** Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points: 0

Number of Chapter-Sponsored Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 2

Number of Chapter-Sponsored Educational Course(s): 2



- Chapter-Sponsored Educational Course Upload (13) Education Class - Cover Your Assets.pdf
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points: 0

Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association:

Applicable Flyer/ Other Demonstrative Information Upload

Applicable Flyer/ Other Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1) point** per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points: 4

|  |   |
|--|---|
| Number of Regular Membership Meetings that Discussed NARPM Code of Ethics: | 4                                       |
| Copy of Meeting Agenda Upload  | (15.1) 2016-04-27 Ethics Discussion.pdf |
| Copy of Meeting Agenda Upload  | (15.2) 2016-05-25 Ethics Discussion.pdf |
| Copy of Meeting Agenda Upload  | (15.3) 2016-09-28 Ethics Discussion.pdf |
| Copy of Meeting Agenda Upload  | (15.4) 2016-11-16 Ethics Discussion.pdf |
| Copy of Meeting Agenda Upload  |   |
| Copy of Meeting Agenda Upload  |   |

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

|   |                                       |
|---|---------------------------------------|
| Total Points:                               | 4                                     |
| Percentage of Candidates as of December 31: | 2=7-14%                               |
| RMP MPM Designations Upload                 | (16) and (18) 2016 RMPC MPMC RMPA.pdf |

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

|   |   |
|---|---|
| Total Points:                               | 0 |
| Percentage of Candidates as of December 31: |   |
| CRMC Designations Upload                    |   |

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

|   |         |
|---|---------|
| Total Points:                                     | 3       |
| Percentage of Members with RMP/ MPM Designations: | 2=1-14% |

Member List with RMP/ MPM (16) and (18) 2016 RMPC MPMC RMPA.pdf  
Designations Upload

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 0

Percentage of CRMC Companies  
as of December 31:

Member Companies who hold  
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points: 0

Percentage of Members holding  
certifications as of December 31:

List of CSS, CMC, CRMB  
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points: 0

Percentage of Candidates as of  
December 31:

Members who are Candidates for  
the CSS, CMC, CRMB Upload

**MARKETING:** Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

|   |                                       |
|---|---------------------------------------|
| Total Points:   | 2                                     |
| Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show: | 2                                     |
| Name of Event   | Real Estate Forum                     |
| Date of Event   | 02/25/2016                            |
| Copy of Applicable Flyer/ Other Demonstrative Information               | (22) 2016-02-25 Real Estate Forum.pdf |
| Name of Event   |                                       |
| Date of Event   |                                       |
| Copy of Applicable Flyer/ Other Demonstrative Information               |                                       |

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

|                        |   |
|------------------------|---|
| Total Points:          | 0 |
| Number of Newsletters: |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |
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| Newsletter Upload      |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |
| Newsletter Upload      |   |

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points: 0

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points: 0

Membership Committee: 4

Membership Committee Upload

Education/Designation  
Committee: 4

Education/Designation Committee  
Upload

Legislative/Governmental Affairs  
Committee: 4

Legislative/Governmental Affairs  
Committee Upload

Meeting/Program Committee: 4

Meeting/Program Committee  
Upload

Community Service Committee:

Community Service Committee  
Upload

**GOVERNMENTAL AFFAIRS/LEGISLATION:** Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points: 0

Number of Efforts to Pass or  
Defeat a Legislative Issues:

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other

## Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

|   |  |
|---|--|
| Total Points:   | 5                                      |
| Percentage of Members who Contribute at Least \$25 to the NARPM PAC | 1=1-5%                                 |
| List of Contributors Upload   | (27) 2016 NARPM PAC Contributions.xlsx |

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

|  |   |
|--|---|
| Total Points:  | 0 |
| Hosted or Participated in NARPM State Day on the Hill: |   |
| Flyer/ Information Promoting the Event Upload          |   |

**LEADERSHIP:** Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| Total Points:                       | 7                                     |
| Percentage of Members Volunteering: | 3=20-24%                              |
| List of Volunteers Upload           | (29) Officers - Inland NW Chapter.pdf |

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

|                                      |                              |
|--------------------------------------|------------------------------|
| Total Points:                        | 2                            |
| Percentage of Members in Attendance: | 1=1-8%                       |
| Attendee List Upload                 | (30) Leadership Training.pdf |

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

The Inland NW Chapter has promoted growth, ethics, and professionalism by holding an education class - Cover Your Assets by B. Fletcher, We discuss one Code of Ethics clause at each membership meeting, and we encourage attendance at NARPM conventions and Broker-Owner retreats by promoting them at meetings and bringing registration forms.

Total Points from Application:

39

Form Completed By:

N. Brandenberger

Chapter Title:

President

Phone Number:

208-255-6839

E-mail Address:

nedr@sandpointrentals.com

**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, Junior, Student, Academic, and Honorary Members

### **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, or hold elective office.

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 F: Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

#### Section G: Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

#### Section H: Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

#### Section I: Application by Professional, Associate, Support Staff, Junior, Student, or Academic 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 60 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. 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. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.

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.
  
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 in the last regularly scheduled chapter meeting, or electronically if approved by the chapter executive committee, prior to the end of the calendar year.

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

#### 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.

#### 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.

**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.

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.

### **Section A: Acknowledgment**

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: 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.

Form **990-EZ**

**Short Form**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

**2016**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

**A** For the 2016 calendar year, or tax year beginning January 1, 2016, and ending December 31, 2016

**B** Check if applicable:

Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization **?**  
**Inland NW Counties National Association of Residential Property Managers**

Number and street (or P.O. box, if mail is not delivered to street address) **?** Room/suite  
**PO BOX 1446**

City or town, state or province, country, and ZIP or foreign postal code  
**Sandpoint, ID 83864**

**D** Employer identification number **?**  
**810617283**

**E** Telephone number  
**208-290-8104**

**F** Group Exemption Number ▶ **?**

**G** Accounting Method:  Cash  Accrual Other (specify) ▶ \_\_\_\_\_

**I** Website: ▶ [inlandnw.narpm.org](http://inlandnw.narpm.org)

**J** Tax-exempt status (check only one) -  501(c)(3)  501(c) ( 6 ) ◀ (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ \$ 3512

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I) **?**  
Check if the organization used Schedule O to respond to any question in this Part I . . . . .

|            |   |  |           |       |
|------------|---|--|-----------|-------|
| Revenue    | <b>1</b>  | Contributions, gifts, grants, and similar amounts received . . . . .   | <b>1</b>  |       |
|            | <b>2</b>  | Program service revenue including government fees and contracts . . . . .  | <b>2</b>  |       |
|            | <b>3</b>  | Membership dues and assessments . . . . .  | <b>3</b>  |       |
|            | <b>4</b>  | Investment income . . . . .  | <b>4</b>  |       |
|            | <b>5a</b>   | Gross amount from sale of assets other than inventory . . . . .  | <b>5a</b> |       |
|            | <b>b</b>  | Less: cost or other basis and sales expenses . . . . .   | <b>5b</b> |       |
|            | <b>c</b>  | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .  | <b>5c</b> |       |
|            | <b>6</b>  | Gaming and fundraising events  |           |       |
|            | <b>a</b>  | Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .  | <b>6a</b> |       |
| <b>b</b>   | Gross income from fundraising events (not including \$_____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . . | <b>6b</b>  |           |       |
| <b>c</b>   | Less: direct expenses from gaming and fundraising events . . . . .  | <b>6c</b>  |           |       |
| <b>d</b>   | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .  | <b>6d</b>  |           |       |
| <b>7a</b>  | Gross sales of inventory, less returns and allowances . . . . .   | <b>7a</b>  |           |       |
| <b>b</b>   | Less: cost of goods sold . . . . .  | <b>7b</b>  |           |       |
| <b>c</b>   | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .  | <b>7c</b>  |           |       |
| <b>8</b>   | Other revenue (describe in Schedule O) . . . . .  | <b>8</b>   | 3512      |       |
| <b>9</b>   | <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . . ▶   | <b>9</b>   |           |       |
| Expenses   | <b>10</b>   | Grants and similar amounts paid (list in Schedule O) . . . . .   | <b>10</b> |       |
|            | <b>11</b>   | Benefits paid to or for members . . . . .  | <b>11</b> |       |
|            | <b>12</b>   | Salaries, other compensation, and employee benefits <b>?</b> . . . . .   | <b>12</b> |       |
|            | <b>13</b>   | Professional fees and other payments to independent contractors <b>?</b> . . . . .   | <b>13</b> |       |
|            | <b>14</b>   | Occupancy, rent, utilities, and maintenance . . . . .  | <b>14</b> |       |
|            | <b>15</b>   | Printing, publications, postage, and shipping . . . . .  | <b>15</b> |       |
|            | <b>16</b>   | Other expenses (describe in Schedule O) <b>?</b> . . . . .   | <b>16</b> |       |
| <b>17</b>  | <b>Total expenses.</b> Add lines 10 through 16 . . . . . ▶  | <b>17</b>  | 5439      |       |
| Net Assets | <b>18</b>   | Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .  | <b>18</b> | -1927 |
|            | <b>19</b>   | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . . | <b>19</b> | 6023  |
|            | <b>20</b>   | Other changes in net assets or fund balances (explain in Schedule O) . . . . .   | <b>20</b> |       |
|            | <b>21</b>   | <b>Net assets or fund balances at end of year.</b> Combine lines 18 through 20 . . . . . ▶   | <b>21</b> | 4096  |



Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V.

|     |  | Yes | No |
|-----|--|-----|----|
| 33  | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O . . . . .  |     | ✓  |
| 34  | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions) . . . . .   |     | ✓  |
| 35a | Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? . . . . .   |     | ✓  |
| b   | If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O . . . . .   |     | ✓  |
| 35b |  |     | ✓  |
| 35c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III . . . . .   |     | ✓  |
| 36  | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N . . . . .  |     | ✓  |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ <b>37a</b>  |     |    |
| 37b | Did the organization file Form 1120-POL for this year? . . . . .   |     | ✓  |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? . . . . .   |     | ✓  |
| b   | If "Yes," complete Schedule L, Part II and enter the total amount involved . . . . . <b>38b</b>  |     |    |
| 39  | Section 501(c)(7) organizations. Enter:  |     |    |
| a   | Initiation fees and capital contributions included on line 9 . . . . . <b>39a</b>  |     |    |
| b   | Gross receipts, included on line 9, for public use of club facilities . . . . . <b>39b</b>   |     |    |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶   |     |    |
| b   | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I . . . . .  |     | ✓  |
| 40b |  |     | ✓  |
| c   | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 . . . . . ▶   |     |    |
| d   | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization . . . . . ▶   |     |    |
| e   | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T . . . . .   |     | ✓  |
| 40e |  |     | ✓  |
| 41  | List the states with which a copy of this return is filed ▶  |     |    |
| 42a | The organization's books are in care of ▶ Joel Tampien Telephone no. ▶ 509-863-6092<br>Located at ▶ ZIP + 4 ▶  |     |    |
| b   | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?<br>If "Yes," enter the name of the foreign country: ▶<br>See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). |     | ✓  |
| 42b |  |     | ✓  |
| c   | At any time during the calendar year, did the organization maintain an office outside the United States?<br>If "Yes," enter the name of the foreign country: ▶   |     | ✓  |
| 42c |  |     | ✓  |
| 43  | Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here . . . . . <input type="checkbox"/><br>and enter the amount of tax-exempt interest received or accrued during the tax year . . . . . ▶ <b>43</b>  |     |    |
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .   |     | ✓  |
| 44a |  |     | ✓  |
| b   | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .  |     | ✓  |
| 44b |  |     | ✓  |
| c   | Did the organization receive any payments for indoor tanning services during the year? . . . . .   |     | ✓  |
| 44c |  |     | ✓  |
| d   | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . . . .  |     | ✓  |
| 44d |  |     | ✓  |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .  |     | ✓  |
| 45a |  |     | ✓  |
| b   | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions) . . . . .   |     | ✓  |
| 45b |  |     | ✓  |

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . . 46 Yes No [X]

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI . . . . . [ ]

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . . 47 Yes No [X]

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . . 48 Yes No [X]

49a Did the organization make any transfers to an exempt non-charitable related organization? . . . . . 49a Yes No [X]

b If "Yes," was the related organization a section 527 organization? . . . . . 49b Yes No [X]

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 5 columns: (a) Name and title of each employee, (b) Average hours per week devoted to position, (c) Reportable compensation (Forms W-2/1099-MISC), (d) Health benefits, contributions to employee benefit plans, and deferred compensation, (e) Estimated amount of other compensation.

f Total number of other employees paid over \$100,000 . . . . . [ ]

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 3 columns: (a) Name and business address of each independent contractor, (b) Type of service, (c) Compensation.

d Total number of other independent contractors each receiving over \$100,000 . . . . . [ ]

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A . . . . . [ ] Yes [ ] No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here [ ] Signature of officer Ned Brandenberger Type or print name and title Date

Paid Preparer Use Only Print/Type preparer's name Preparer's signature Date Check [ ] if self-employed PTIN Firm's name Firm's EIN Firm's address Phone no.

May the IRS discuss this return with the preparer shown above? See instructions . . . . . [ ] Yes [ ] No



## Inland NW Counties Budget

|                            | Jan        | Feb        | Mar        | Apr        | May        | Jun        | Jul          | Aug          | Sep        | Oct        | Nov        | Dec          | TOTAL       |
|----------------------------|------------|------------|------------|------------|------------|------------|--------------|--------------|------------|------------|------------|--------------|-------------|
| <b>INCOME</b>              |            |            |            |            |            |            |              |              |            |            |            |              |             |
| Meals                      | 300        | 300        | 300        | 300        | 300        | 300        |              |              | 300        | 300        |            | 500          | 2900        |
| Affiliate Dues             | 300        |            |            |            |            |            |              |              | 500        |            |            |              | 500         |
| WA State Convention        |            |            |            |            |            |            |              |              |            |            | 750        |              | 750         |
| Class                      |            |            |            |            |            |            |              |              | 800        | 300        | 750        | 500          | 4450        |
| <b>Total Income</b>        | <b>600</b> | <b>300</b> | <b>300</b> | <b>300</b> | <b>300</b> | <b>300</b> | <b>0</b>     | <b>0</b>     | <b>800</b> | <b>300</b> | <b>750</b> | <b>500</b>   | <b>4450</b> |
| <b>EXPENSES</b>            |            |            |            |            |            |            |              |              |            |            |            |              |             |
| Meals                      | 275        | 275        | 275        | 275        | 275        | 275        |              |              | 275        | 275        |            | 500          | 2700        |
| Charity Donation           |            |            |            |            |            |            | 150          | 150          |            |            |            |              | 300         |
| Social                     |            |            |            |            |            |            |              |              |            | 10         |            |              | 10          |
| License                    |            |            |            |            |            |            |              |              |            |            | 650        |              | 650         |
| Class                      |            |            |            |            |            |            |              |              | 275        | 285        | 650        | 1000         | 4160        |
| <b>Total Expenses</b>      | <b>275</b> | <b>275</b> | <b>275</b> | <b>275</b> | <b>275</b> | <b>275</b> | <b>150</b>   | <b>150</b>   | <b>275</b> | <b>285</b> | <b>650</b> | <b>1000</b>  | <b>4160</b> |
| <b>NET INCOME / (LOSS)</b> | <b>325</b> | <b>25</b>  | <b>25</b>  | <b>25</b>  | <b>25</b>  | <b>25</b>  | <b>(150)</b> | <b>(150)</b> | <b>525</b> | <b>15</b>  | <b>100</b> | <b>(500)</b> | <b>290</b>  |



National Association of Residential Property Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

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**Board of Directors Meeting Minutes**  
**February 18, 2016**  
**9:30 AM – 11:00 AM**

A meeting of the Board of the Spokane Chapter of the NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS was held on February 18, 2016, at 9:30 AM at the offices of Madison Realty, Spokane, Washington.

Present were: Eric Bessett, Ned Brandenburg, Maria Trunkenbolz, Marie Swigard, Rawley Harrison, Helen Harrison, and Joel \_\_\_\_\_.

The Treasurer presented the Board members with the Chapter's December 2015 Cash Flow and Balance Sheet.

Review and discussion was held regarding the Chapter's compliance with Chapter Excellence requirements.

Suggestions and recommendations for speakers for upcoming meetings were as follows:

- February 2016 – Jose Trejo of the Northwest Justice Project.
- March 2016 – Kellie Tollifson
- April 2016 – Marlee from Fair Housing
- May 2016 – Eric Steven re: legislature. Maria will call him.
- June 2016 – Sandpoint Road Trip

Suggestions and recommendations for classes were as follows:

- Kellie Tollifson (possibly speak at March membership drive meeting)
- Fair Housing (possible class, but would not qualify for clock hours)

Discussion was held regarding chapter development, at large members, affiliates, sending spreadsheet to National for recruiting new members.

Future social activities were suggested and discussed: golf, after hours socials, wine tasting in Coeur d'Alene, etc. Marie Swigard agreed to host an open house, bring your own bottle for 30-50 attendees on March 31 from 6-8 PM.

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National Association of Residential Property Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

# 6-1  
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Discussion was held regarding the Chapter's commitment to a social service project:

One day project: Yard clean-up, food bank sorting, Habitat for Humanity, city park clean-up, Safety Net.

It was suggested that we approach Molly Allen for publicity.

Annual convention: three attended from our group.

It was suggested that we should apply for a grant for a designation class.

Discussion was held regarding accounting practices. We self-audit, as the cost of paying a CPA to audit our books would be prohibitive. Rawley Harrison suggested that since we are self-auditing we should implement new procedures. Following procedures were discussed and agreed to – Treasurer will write checks, someone else on the Board will sign and mail the checks out. Someone on the Board other than the Treasurer will receive bank statements, review them then get them to the Treasurer to reconcile.

Miscellaneous:

1. Online lunch registration and payment is being set up;
2. Elections will be in September;
3. Move for chapter to pay for President or President Elect to attend;
4. Maria Trunkenbolz will now be official greeter at Chapter meetings;
5. Eric Bessett will check on the cost for errors and omissions coverage for the Chapter President;
6. Marie Swigard is now the Affiliates Chair;
7. An affiliate will be featured at each meeting;
8. Fall vendor push was suggested and agreed to;
9. The Board recommended not changing the name of the chapter from Inland Northwest Chapter to the Greater Spokane/Coeur d'Alene Chapter.
10. Members were informed that it is possible to upload photos to the Chapter website on National's website;
11. Suggestion was made for a Board member to be at each table at meetings and for companies to spread out their office instead of having them all sit together.
12. Rawley Harrison suggested we again consider using "Go To Meeting". Discussion was held and the suggestion was tabled.

The meeting was adjourned.

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Helen Harrison, Secretary

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National Association of Residential Property Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

**Board of Directors Meeting Minutes  
May 6, 2016  
9:30 AM**

A meeting of the Board of the Spokane Chapter of the NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS was held on May 6, 2016, at 9:30 AM at the offices of Madison Realty, Spokane, Washington.

Present were: Eric Bessett, Ned Brandenburg, Maria Trunkenbolz, Marie Swigard, Rawley Harrison, Helen Harrison, and Joel \_\_\_\_\_.

The Treasurer presented the Board members with the Chapter's December 2015 Cash Flow and Balance Sheet.

Review and discussion was held regarding upcoming meetings, June meeting in Sandpoint, summertime social activities, membership, vendor affiliates, and NARPM class.

June 24, 2016, is the date scheduled for the NARPM general monthly meeting in Sandpoint, Idaho. Sandpoint Property Management will host the event. Last year's event was enjoyed by all and we anticipate even better attendance this year.

Discussion was held regarding the type of NARPM class to hold. Betty Fletcher's name was suggested as an instructor for "Cover Your Assets." Maria will follow up.

Board members brain stormed names for a slate of potential officers to be put before the general meeting in September. Several names were put forward and Board members were asked to make further suggestions, if any, to Eric.

No new business was brought up and the meeting was adjourned.

\_\_\_\_\_  
Helen Harrison, Secretary



National Association of Residential Property  
Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

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Board of Directors Meeting Agenda  
August 23, 2016  
9:30 AM – 10:30 AM

Financial Review

- YTD Comparison w/ Previous Years
  - Current Balance- \$5,570.42
  - Beginning Balance Jan 1, 2016: \$6,022.73
  - Beginning Balance Jan 1, 2015: \$6,502.14
  - Beginning Balance Jan 1, 2014: \$5,150.11
- Refund Back from Reg Conf? \$179.00 (\$500 - \$321 Liquidated Damages for Hotel Cancellation)
- Revenue Generators

Chapter Meeting Calendar / Speakers 2016

- September 28, 2016-
- October 26, 2016-
- Nov/Dec – No Meetings
- Christmas Party – When and Where:

Chapter Meeting Calendar / Speakers 2017

- January 25, 2017-
- February 22, 2017-
- March 22, 2016-
- April 26, 2017-

Classes / Clock Hours

- Kellie Tollifson- "Keeping Sane"
- Suggestions:

Board of Directors Election (See Bylaws, Pages 8 and 9)

- September
- Nominations for Offices (President-Elect

Chapter Development

- Leadership Training: St. Louis (Ned Brandenberger to Attend)
- Ideas to Implement

Adjourn

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# 6.4

National Association of Residential Property Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

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**Board of Directors Meeting Minutes**  
**September 9, 2016**  
**9:30 AM**

A meeting of the Board of the Spokane Chapter of the NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS was held on September 9, 2016, at 9:30 AM at the offices of Madison Realty, Spokane, Washington.

Present were: Eric Bessett, Ned Brandenburg, Maria Trunkenbolz, Marie Swigard, Rawley Harrison, Helen Harrison, and Joel \_\_\_\_\_.

Review and discussion was held regarding education class, attendance at National Convention, 2017 Washington State NARPM conference, upcoming calendar, and review of Sandpoint meeting.

Maria has contacted Betty Fletcher and confirmed the class "Cover Your Assets" to be presented immediately prior to our November meeting. The class to be followed by lunch. Course will be offered to members at no cost and to nonmembers at a cost to be determined.

Eric encouraged all members to attend the National Convention to be held in Maui. Registration is still open; however, lodging at the primary hotel appears to be full. Make it a vacation and a business trip to Hawaii. Others commented on the benefits of attending a national convention.

The Board voted to support a 2017 Washington State NARPM Conference financially and by volunteer efforts. Maria is involved in the committee for this event and will keep us posted on what we can do ensure it is a great event.

A general discussion was held regarding our June meeting in Sandpoint, Idaho. Once again Sandpoint Property Management hosted a great event which included a scavenger hunt and a great luncheon. Many of the members stayed late and joined for dinner, and attended a street festival later in the evening. Those who spent the night got together for breakfast the next morning. In attendance were Rawley & Helen Harrison, Maria Trunkenbolz, Ron and Suzanne Dickerson, Eric and Suzanne Bessett, Stan Wippert. Sandpoint Property Management has indicated they will host next June's meeting in Sandpoint.

The meeting was adjourned.

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Helen Harrison, Secretary

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#6.5

National Association of Residential Property Managers  
Inland Northwest WA Chapter  
Chapter ID: C067

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**Board of Directors Meeting Minutes  
December 7, 2016  
11:30 AM**

A meeting of the Board of the Spokane Chapter of the NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS was held on December 7, 2016, at 9:30 AM at 1403 East Illinois Avenue, Spokane, Washington.

Present were: Eric Bessett, Ned Brandenburg, Maria Trunkenbolz, Rawley Harrison, Helen Harrison, and Joel \_\_\_\_\_.

Review and discussion was held regarding November education class, slate of 2017 officers, Christmas social gathering, scheduled dates for 2017 meetings, and selection of nonprofit entity for annual Christmas contribution.

Discussion was held about the education course presented by Betty Fletcher. Everyone in attendance enjoyed the class and as always, Betty Fletcher was an excellent presenter. Thanks to Maria for coordinating this event.

The 2017 slate of officers was prepared to be presented to the general membership: Ned Brandenburg, President; Joel \_\_\_\_\_, treasurer; and Jeanette \_\_\_\_\_ as Secretary. Other existing Board members will be asked to chair committees during the upcoming year.

Christmas social gathering is planned for December 15, 2016, at Luigi's Restaurant. Also included was a discussion of the beneficiary of the annual contribution from our Chapter as well as matching funds from many of our members. Once again we chose to support Safety Net, an organization that provides support to foster children after they turn age eighteen and are no longer in the foster care system. The Chapter will match up to \$250 of contributions by members. The Chapter will pay for dinner for members and spouses. Affiliates and their guests will be charged for the meal.

The meeting was adjourned.

\_\_\_\_\_  
Helen Harrison, Secretary

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