

March 15, 2019

TO: NARPM National

FROM: Inland Northwest Chapter

RE: Tax Filings

While trying to submit our Form 990 to the IRS it was discovered that our chapter does not have exempt status as of now. They require that we file a Form 1120, US Corporation Income Tax Return and then apply for tax exempt status.

At this time, I, Jeannette Gordon, am not qualified to file the Form 1120 and request an extension for our Chapter Compliance to be able to get the exempt status and to file the correct return.

Thank you for your consideration.

Jeannette Gordon

President

Inland NW Chapter

509-595-0404 Cell

jeannette@pullman.com



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
February 18, 2018**

NARPM General Meeting called to order at 12:00pm by Sandy from Sandpoint Property Management
Present: Vice President Maria Trunkenbolz, Secretary Jeannette Gordon, Treasurer Joel Tampien
Excused: President Ned Brandenberger

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

Sandy pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Sandy also read Standards of Professionalism Article 11: Responsibility to NARPM and the Profession and invited the membership to read Standards of Professionalism 11-1 to 11-6.

Five Minutes of Fame (affiliate spotlight): Mark Vissantainer with Automated Accounts. Gave us an update on must-have paperwork to send a tenant to collection: most important is the check in report signed by tenant and landlord. He provided a checklist for LL to use when submitting paperwork for collection.

Introductions

Our speaker this month was Eric Steven with Eric Steven Law.

- Legislative update: Rent control did not pass. Yay!
- Source of Income still alive.
- Possible extension on 20 days notice to 30-60 days notice depending on how long the tenant has lived in unit, still alive.
- Tenancy-at-Will (no rent, no lease such as employer/employee relationship and then they don't move out when job is over or on-site managers who don't move out). Eric has been working hard on this one, but it is out for this year.
- Eric has been working on legislation to put a number of days on how long a tenants personal property has to sit on public right of way before landlord can dispose of it. This one is also out for this year.
- Eric also encouraged landlords to use forms that indicate what happens when a tenant dies. Who gets to come in and take the items? A reminder that tenancy survives death of tenant and landlord. Eric provided three forms. He also reminded us that he has tons of free forms on his website: ericstevenlaw.com
- Bed bugs! Be pro-active. Have a program for bug control. Normal bug control doesn't work on bed bugs but it shows that the landlord is being pro-active. Use bed bug addendum, provided by Eric. At first sign of bed bugs inspect all units around it. If they are the only apartment with bed bugs then easier to charge them. Issue a 30 day notice to cure.

Committee Reports: None

Reminders:

- a. Feb 21, 2018-Spokane-Kootenai Real Estate Research Forum, The Cieur d'Alene Resort. Joel Tampien and Ned will both be speakers.
- b. April 9-11, 2018 Broker/Owner Retreat. Las Vegas
- c. April 25, 2018-Fair Housing Conference-Spokane Convention Center
- d. May 17-18, 2018-Washington State Conference

Meeting adjourned at 1:15pm.

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
January 24, 2018**

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

Present: President Ned Brandenberger, Vice President Maria Trunkenbolz, Secretary Jeannette Gordon, Treasurer Joel Tampien
Excused:

Plus 21 members, 1 speaker, 1 guests

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

Pres Ned pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Pres Ned also read Standards of Professionalism Article 10: Truth in Advertising

Five Minutes of Fame (affiliate spotlight): Pat Murphy from Grizzly Glass. Lead based paint certified. Can do auto glass, windows, doors, shower doors, screens. Services most of eastern WA, Idaho.

Introductions

Molly Allen gave a small presentation on Spokane Safety Net which provides aid to foster children after they have turned 18 and are out on their own. They have provided furniture, food, laptops, housewares, beds, etc to those in need. They do not give out cash, but buy the things needed. Spokane Safety Net was our charitable contribution for last year.

Our speaker this month was Deputy Chris Johnston, Spokane Valley Police Dept. His job has many aspects. Crime prevention unit for 5 years, identifies crime trends, responds to nuisance properties, drug houses, teaches women's self defense classes. Teaches crime prevention.

- Answered questions about trespassing people. With the new law trespassers can be charged with felony burglary.
- An unauthorized person can establish residency in a vacant house within 10 days.
- When you are moving out tenants you can request a civil standby to make sure that any other people living there are also removed when the legal tenants vacate.
- Use and Abatement Agreement, bring with you. Police can not provide it to you.
- Neighbors MUST complain about nuisance properties. If there's no victim, then by law, there is no crime.

Committee Reports: None

Ned reminded everyone that their 2018 dues of \$75 are due by the end of January. Also, lunch prices have gone up to \$20/meeting.

Reminders:

- a. Feb 21, 2018-Spokane-Kootenai Real Estate Research Forum, The Cieur d'Alene Resort. Joel Tampien and Ned will both be speakers.
- b. Feb 28, 2018-Next General Meeting. Eric Steven, landlord attorney will be the speaker.
- c. April 9-11, 2018 Broker/Owner Retreat. Las Vegas
- d. April 25, 2018-Fair Housing Conference-Spokane Convention Center
- e. May 17-18, 2018-Washington State Conference

Meeting adjourned at 1:15pm.

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
March 28, 2018**

NARPM General Meeting called to order at 12:01pm President Ned from Sandpoint Property Management
Present: Vice President Maria Trunkenbolz, Secretary Jeannette Gordon
Excused: Joel Tampien

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

Ned pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Also printed on agenda was Article 12: Compliance and Enforcement 12-1 to 12-4.

Five Minutes of Fame (affiliate spotlight): Bryce Lund with DKI spoke about their services in clean up of fire, flood, water, smoke etc. They also do clean up after deceased persons, birds and bats in attics and other such services. One stop shopping from mitigation to the final restoration.

Introductions

Our speaker this month was Terry Edwards with Farmers Insurance.

- Terry spoke about "additional insured" and what it means. He also provided handouts on suggested verbage and how to explain it to owners and tenants. You need to make sure that you are actually endorsed on the policy and not just on the certificate the owner gives you. There should not be any charge for adding an additional insured on a policy.
- Property Manager Professional Liability. Covers disciplinary actions but will only pay for you defense, not your fines. Also covers liable, slander, invasion of privacy, wrongful entry. Usually excludes bodily injury, intentional acts, willful criminal acts, terrorism, stealing money. Policy must be in force when claim is made.
- Employment Practices Liability Insurance. Covers harassment, sexual harassment.
- Cyber Liability. Fee based on number of properties and gross receipts.
- Non-ownership auto insurance-protects company, not employee. Employee should give you additional insured on their policy.

Committee Reports: None

WA State Conference: Update given by Eric and Maria. Will be May 17-19 with education classes on Thur and Fri. Conference on Saturday with breakout sessions.

Ned reminded members that if they RSVP for lunch meeting and don't show up then they still have to pay for lunch, because we still have to pay. We will start using Eventbrite again for meeting reminders and members can pre-pay for lunch through Eventbrite.

Reminders:

- a. April 9-11, 2018 Broker/Owner Retreat. Las Vegas
- b. April 26, 2018-Fair Housing Conference-Spokane Convention Center
- c. May 17-18, 2018-Washington State Conference

Meeting adjourned at 1:01pm.

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
April 25, 2018**

NARPM General Meeting called to order at 11:45am President Ned from Sandpoint Property Management

Present: Vice President Maria Trunkenbolz, Secretary Jeannette Gordon, Treasurer Joel Tampien

Excused:

28 members and affiliates present. 2 guest speakers.

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

Ned pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Also printed on agenda was Article 1: RESPONSIBILITY TO THE PUBLIC. Standards 1-1 to 1-10.

Five Minutes of Fame (affiliate spotlight): Jennifer Akre with American Family Insurance. Her company offers many insurance benefits to landlords, tenants. She mentioned that they also have cyber insurance.

Introductions

Our speaker this month was Melicent Kiser from the Dept of Licensing, Real Estate Auditor Dept.

- New auditor office in Spokane. "3 year" audits will now actually be every 3 year audits.
- Designated broker is responsible to know what to do. He also needs to make sure that when absent that someone else in the office knows where the files are, how to access them, how to get a hold of the DB, auditor will still do audit and review with designee and send findings to DB to sign.
- Trust Accounts: See a lot of problems with parties using software and they don't know the product. Ex: reception will make corrections on one side but not on the other side. 3-way auditing.
- Negative amounts are a big red flag.
- In PM agreement it should say that each property can borrow money from other properties of same owner.
- Lease: must state where security deposit is being held.
- If changing software using both systems for several months until reconciliations come out clear for two months.
- Agents that manage their own properties cannot receive checks, phone calls, ect at their place of business.
- 7 requirements for your PM agreement can be found in WAC 308124D 215.
- If you are using the cloud for storage make sure you are doing your own backup. If your cloud storage shuts down you are still responsible.

Committee Reports: None

WA State Conference: Update given by Eric. Will be May 17-19 with education classes on Thur and Fri. Conference on Saturday with breakout sessions. Early bird pricing of \$175 ends April 30, 2018. \$200 after April 30th.

Ned reminded members that if they RSVP for lunch meeting and don't show up then they still have to pay for lunch, because we still have to pay.

Reminders:

- a. April 26, 2018-Fair Housing Conference-Spokane Convention Center
- b. May 17-18, 2018-Washington State Conference
- c. June, 2018 Sandpoint Social
- d. Oct 15-16 National Convention, San Diego
- e. November 8, 2018 Advanced Risk Management Class

Meeting adjourned at 1:15pm.

Respectfully submitted,

Jeannette Gordon

Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
May 23, 2018**

NARPM General Meeting called to order at (unknown Secretary Jeannette was late)
President Ned from Sandpoint Property Management
Present: Vice President Maria Trunkenbolz, Secretary Jeannette Gordon, Treasurer Joel Tampien
Excused:
16 members and affiliates present. 1 guest speakers.

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

Ned pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Also printed on agenda was Article 2: Discrimination. Standards 2-1 to 2-2

Five Minutes of Fame (affiliate spotlight):

Introductions

Our speaker this month was Deanna Tiemann of Squishy Peanut Marketing. She discussed social media marketing via live videos, Facebook groups, videos using apps, blogging, email marketing, surveys, online advertising, website content, coupons.

Committee Reports: None

Reminders:

- a. June 15, 2018 Sandpoint Social
- b. Oct 15-16 National Convention, San Diego
- c. November 8, 2018 Advanced Risk Management Class
- d. 2019 WA State conference will be in Spokane

Meeting adjourned at 1:00pm.

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
September 26, 2018**

NARPM General Meeting called to order at 12:00pm by
President Ned from Sandpoint Property Management
Present: Vice President Maria Trunkenbolz, Secretary Jeannette Gordon, Treasurer Joel Tampien
Excused:
Members: 20
Affiliates: 8
Guests: 1

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

Ned pointed members to the Anti-Trust Statement and the NARPM Mission and Vision statement. Also printed on agenda was Article 8: Duty to Firm

Five Minutes of Fame (affiliate spotlight):

Introductions

Election of Chapter Leaders. Board Elected:

- President: Jeannette Gordon
- Pres Elect: Sandy Sanford
- Past Pres: Ned Brandenberger
- Treasurer: Joel Tampien
- Secretary: Bryan Gwynn

Our speaker this month was Jennifer Caraway, Compliance and Enforcement Specialist for the Lead-Based paint Programs with the WA State Dept of Commerce. Contractors, handymen, property managers, offices need to take LBP Renovate classes and be certified every 5 years. Contractors should be able to provide renovator card. Renovate Right pamphlets must be given to tenants 7 days before work begins. Classes can be found at leadclasses.com.

Committee Reports: None

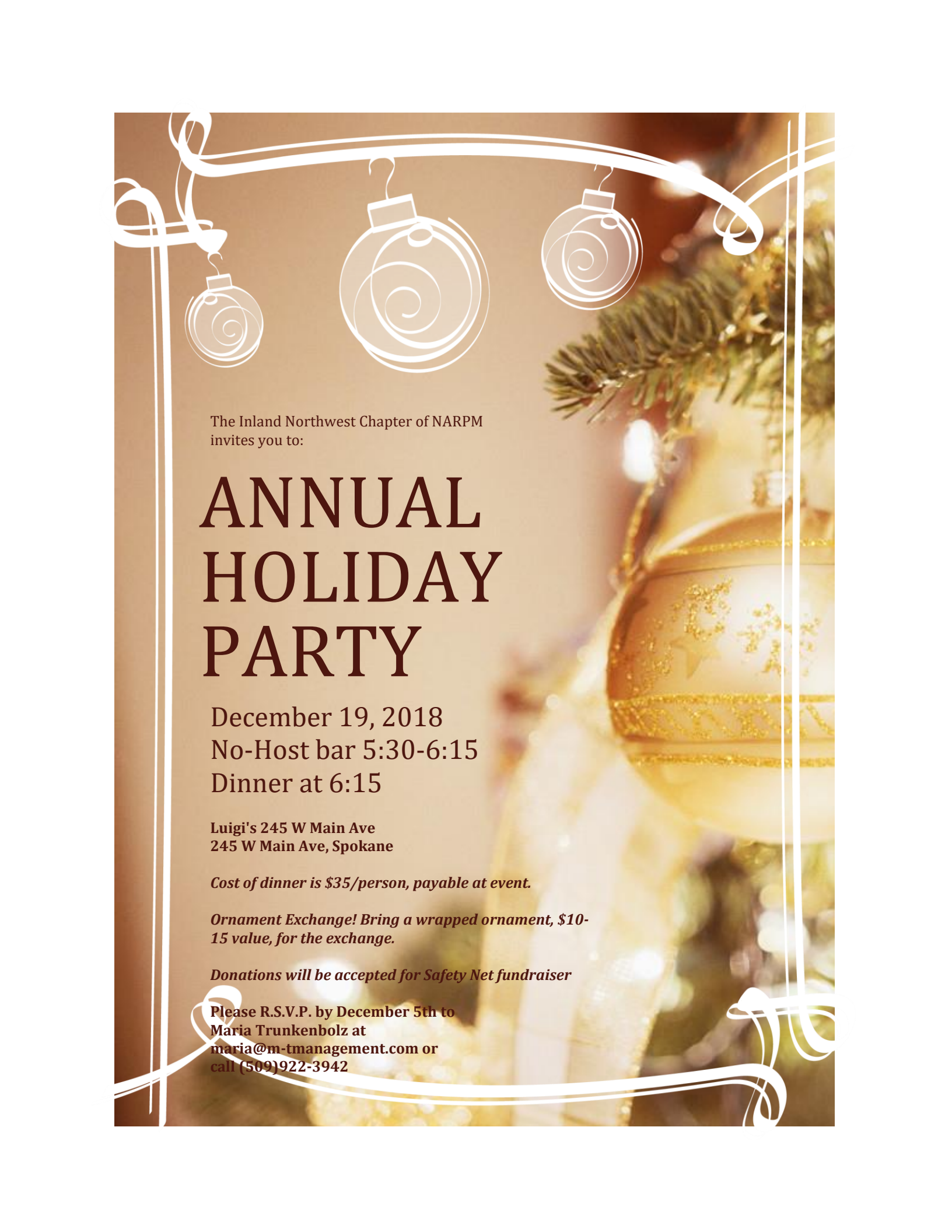
Jeannette Gordon spoke on the new Source of Income law that becomes effective Sep 30, 2018. She provided a handout on subject from the Northwest Justice Project. Source of Income is already a protected class in Spokane.

Reminders:

- a. Oct 16-19 National Convention, San Diego
- b. Oct 24, 2018-INW NARPM general meeting
- c. November 8, 2018 Advanced Risk Management Class
- d. 2019 WA State conference will be in Spokane

Meeting adjourned at 1:15pm.

Respectfully submitted,
Jeannette Gordon
Secretary



The Inland Northwest Chapter of NARPM
invites you to:

ANNUAL HOLIDAY PARTY

December 19, 2018
No-Host bar 5:30-6:15
Dinner at 6:15

Luigi's 245 W Main Ave
245 W Main Ave, Spokane

Cost of dinner is \$35/person, payable at event.

Ornament Exchange! Bring a wrapped ornament, \$10-15 value, for the exchange.

Donations will be accepted for Safety Net fundraiser

Please R.S.V.P. by December 5th to
Maria Trunkenbolz at
maria@m-tmanagement.com or
call (509)922-3942



Inland Northwest NARPM® Chapter Agenda

2019 Budget

INCOME:	
Professional/Associate/Support Membership Fees	2,600
Affiliate Membership & Sponsorship Fees	500
Meeting Income (25 people x 6 meetings)	3,000
Continuing Education Income	2,200
Chapter Grants: RE Forum, Education	500
Other: 25% Education sponsorship from National, Reimbursements	550
Other: Charitable Donations	3200
Total:	12,550

EXPENSES:	
Meeting Expenses (room, food, etc) (Food \$12.50/person)	1,875
Marketing Expenses (newsletter, postage, etc)	150
Education Expenses (speaker, equipment, room, lunch)	1,800
Legal & Accounting (tax return, corporation fees)	
Officer Travel (to national events)	
Charitable Contribution (Raised from holiday party)	3,200
Other: Real Estate Forum	500
Permits and Licenses	10
Social Events	300
Other:	
Total	8,335

Profit	\$4,215
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Income Statement - 12 Month

Exported On: 12/05/2018 01:01 PM

Properties: NARPM - 1826 E Sprague Ave Spokane, WA 99202

Period Range: Jan 2018 to Dec 2018

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Operating Income & Expense					
Income					
OTHER INCOME					
Income - Miscellaneous	2,139.34	847.29	463.60	1,003.90	476.70
Misc fees pass thru	-524.60	0.00	0.00	0.00	0.00
Total OTHER INCOME	1,614.74	847.29	463.60	1,003.90	476.70
Total Operating Income	1,614.74	847.29	463.60	1,003.90	476.70
Expense					
ADMINISTRATIVE EXPENSES					
Permits and Licenses	0.00	0.00	0.00	0.00	0.00
Other Office	0.00	0.00	0.00	0.00	0.00
Community Events	500.00	317.96	362.95	362.95	400.49
Total ADMINISTRATIVE EXPENSES	500.00	317.96	362.95	362.95	400.49
Total Operating Expense	500.00	317.96	362.95	362.95	400.49
NOI - Net Operating Income	1,114.74	529.33	100.65	640.95	76.21
Total Income	1,614.74	847.29	463.60	1,003.90	476.70
Total Expense	500.00	317.96	362.95	362.95	400.49
Net Income	1,114.74	529.33	100.65	640.95	76.21

Jun 201£	Jul 201£	Aug 201£	Sep 201£	Oct 201£	Nov 201£	Dec 201£	Total
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	#####
0.00	0.00	0.00	0.00	0.00	0.00	0.00	-524.60
0.00	0.00	0.00	0.00	0.00	0.00	0.00	#####
0.00	0.00	0.00	0.00	0.00	0.00	0.00	#####
0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00
186.39	0.00	0.00	0.00	0.00	0.00	0.00	186.39
0.00	0.00	0.00	-376.70	275.48	630.70	0.00	#####
186.39	10.00	0.00	-376.70	275.48	630.70	0.00	#####
186.39	10.00	0.00	-376.70	275.48	630.70	0.00	#####
-186.39	-10.00	0.00	376.70	-275.48	-630.70	0.00	#####
0.00	0.00	0.00	0.00	0.00	0.00	0.00	#####
186.39	10.00	0.00	-376.70	275.48	630.70	0.00	#####
-186.39	-10.00	0.00	376.70	-275.48	-630.70	0.00	#####



**Inland Northwest Chapter
National Association of Residential Property Managers
Executive Board Meeting
September 5, 2018**

NARPM Executive Board Meeting called to order at 8:17am

Present: President Ned Brandenberger, Maria Trunkenbolz, Treasurer Joel Tampien, Secretary Jeannette Gordon, Rawley Harrison

Excused: Eric Bessett

Met at Illinois Ave Bar & Grill, 1403 E Illinois Ave, Spokane, WA 99207

Treasurers Report: Current balance: \$5,081.10.

Upcoming Expenses: Leadership Retreat. We will try to send two people. Jeannette Gordon and the 2018 Pres Elect.

Chapter Development: 27 current NARPM members.

Sept 26 meeting. No speaker as of yet. Maria will look into it. Jeannette will speak on new law, Source of Income protection.

Future speakers: Bed Bug Dog, Pest Control, John Bradford Service Animals vs ESA's, Eric Steven on Source of Income.

Next Class: November 8, 2018. Bart Sturzl. Advance Risk Management.

Elections: Possible slate/nominations for 2019

- President: Jeannette Gordon
- Pres Elect: Sandy from Sandpoint
- Past Pres: Ned Brandenberger
- Treasurer: Joel Tampien
- Secretary: Possibilities: Call Realty, Sandy at Sandpoint, Bryce Gwynn at Urban Development, Dan

Committees:

- GA: Eric Bessett
- Social Media: Dan
- New Committee: Affiliate Liaison
- Education: Maria

Ned suggested we change general meetings from fourth week of the month to the third week. He will ask the membership at the Sept 26th meeting. However, third week would conflict with National Convention and Leadership Training.

Maria: Working on changing the name of the WA State Chapter In Formation to the Northwest Conference sponsored by " " to make is clear that WA, OR, ID, MT etc are all invited and members.

Meeting adjourned at 9:14am.

Respectfully submitted,
Jeannette Gordon

Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
Executive Board Meeting
December 20, 2018**

NARPM Executive Board Meeting called to order at 9:00am

Present: President Ned Brandenberger, Maria Trunkenbolz, Secretary Jeannette Gordon, Rawley Harrison, Bryan Gwynn, Jennifer Brandenberger, Chris Rich with CTR.

Excused: Eric Bessett, Joel Tampien

Met at Illinois Ave Bar & Grill, 1403 E Illinois Ave, Spokane, WA 99207

Treasurers Report: Current balance: Tabled

Revenue generators: Class, membership fees (Jeannette to send out invoice to members. \$100/yr. \$75 if paid by January 31st), Affiliates, grants.

Expenses next year: chapter leadership training, Spokane real estate forum in Feb, class in Oct or Nov.

Update given on last nights Holiday Party at Luigi's. \$2,000 funds raised for Safety Net donation.

WA State NARPM chapter update: State chapter funds made at state conference will state at the state level. No money will be passed down to local chapters. Hired a legislative rep, James Tungsvik and approved a \$1,000 budget for his expenses.

Chapter Speakers:

- January-Jennifer will work on getting a CPA
- February-Restoration Companies. Forum style where they each speak for 10-15 mins.
- March-Eric Steven
- Apr-
- May
- June-Sandpoint fun night

Other topics: Crisis management, death of a resident, insurance agent.

Chapter development/excellence-Jennifer will work on it and let us know if she needs anything.

Chris Rich with CTR will be our Affiliate Liaison for 2019.

Pres-Elect Jeannette. Handed out leadership team expectations. Gave Bryan sample meeting and agenda. At our general meetings we are allowed to use the conference room for 2 hours for free. Jeannette recommended having board meetings half an hour before general meetings.

Meeting adjourned at 10:30am.

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
Executive Board Meeting
April 25, 2018**

NARPM Executive Board Meeting called to order at 10:42am

Present: President Ned Brandenberger, Vice President Maria Trunkenbolz, Treasurer Joel Tampien, Secretary Jeannette Gordon, Rawley Harrison, Eric Bessett

Excused:

Met at Barnes & Noble 15130 E Indiana, Spokane Valley

Treasurers Report: Current balance: \$4,945. Will get a percentage of the WA State NARPM conference. Unsure of percentage of split.

Ned did some research and it is currently cheaper to have 4 NARPM members than to have 3. He sent an email to national requesting a refund.

Chapter Development:

- Currently we have 27 NARPM members
- Ned handed out an example email to send to possible new members inviting them to a meeting. He and Maria had reached out to at-large members to try to recruit them. Will follow up.
- Designations. Push members to apply for designations. During introductions members should state what designations they have.

Chapter Meetings Calendar/Speakers/Education

- Possible future speakers: Marley on Fair Housing, social media/advertising, a local judge
- How can we improve meetings?
- Ned will see about getting name tags made up for the board so members will know us and be able to seek us out easier. Moved and seconded for us to use funds for this purpose.
- Maria will bring stick on name tags and marker to meetings.
- Welcome table will be set out early and sign in required at entry.
- Maria will bring the large tall sign to display outside meeting room to next meeting to put out and Ned will bring to future meetings.
- It was noted that the logo on my sign in sheet today had the wrong logo. Updated logo.
- Jeannette will apply for grants for November 2017 class and upcoming class in November.

BOD Election/Nominations

- Jeannette was nominated by Ned to be President-elect. She accepted. We will
- We will search for other members to fill out our slate and make recommendations at next board meeting.

WA State Conference: Emails sent to all members. May 16-18, 2018. Eric will announce at general meeting today that last day for early bird pricing is Monday, April 30, 2018. \$175 early bird, \$200 after April 30th.

Reminders:

- May 17-19 WA State Conference
- June Sandpoint social
- October 15-16 National Convention
- November 8 Advanced Risk Management Class

Meeting adjourned at 11:21am.

Respectfully submitted,

Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
Executive Board Meeting
March 15, 2018**

NARPM Executive Board Meeting called to order at 8:19am

Present: President Ned Brandenberger, Vice President Maria Trunkenbolz, Treasurer Joel Tampien, Secretary Jeannette Gordon, Rawley Harrison, Eric Bessett

Excused:

Met at Illinois Ave Bar & Grill, 1403 E Illinois Ave, Spokane, WA 99207

Treasurers Report: Current balance: \$4,570.33. Need to make sure members are paid up. Send email about renewals. Membership is now \$100. Also if you sign up for lunch you must pay if you do not cancel by noon on the Monday before the meeting. We will start using EventBrite again for lunch reservations and try to encourage our members to RSVP and pay for lunch through this portal.

Future Expenses: Leadership Retreat

Jeannette will look into whether members can pay dues online through website.
Jeannette will create a membership application to be submitted with dues payments.

Future speakers: DOL Auditor, Banker, Accountant, Retirement/Succession Planning, Bryce
Next Class: November 8, 2018. Bart Sturzl. Advance Risk Management.

Joel has let us know that he will not be able to commit to being President-elect. We brainstormed some other possible candidates.

Recruitment: Everyone should supply one vendor name to try to recruit.

Chapter Compliance: Done

Chapter Excellence: Done

WA State Conference: Emails sent to all members. May 16-18, 2018.

New Business: Jeannette mentioned that the national Legislative Committee is putting together a chapter chair handbook and videos to assist new legislative committee chairs on what they should be doing.

Meeting adjourned at 9:03am.

Respectfully submitted,

Jeannette Gordon

Secretary



Inland Northwest NARPM® Chapter Agenda

Date

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. Code of Ethics (insert)
5. Leadership Reports-NARPM Source of Income Policy Statement
6. Committee Reports (review Code of Ethics)
7. Sponsor of the Month
8. Installation of Officers
9. Q & A
10. Announcements
11. Next Meeting

Inland Northwest Chapter Leadership:

President: Jeannette Gordon 509-595-0404 jeannette@pullman.com

Secretary: Bryan Gwynn

Treasurer: Joel Tampien

Past President: Ned Brandenburg

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.

jeannette@pullman.com

From: jeannette@pullman.com
Sent: Friday, September 21, 2018 9:29 AM
Subject: NARPM Meeting RSVP

Please RSVP if you haven't already for the INW NARPM meeting. Jennifer Caraway who is the Compliance and Enforcement Specialist for the Lead-Based Paint Programs with the WA State Dept of Commerce will be our speaker at our Sept 26th NARPM meeting. If you haven't already RSVP'd for the meeting please let me know if you are planning on going so we can order enough food. Lunch is \$20.

So far I have the following people signed up:

- Pat Murphy + 1
- Bryan Gwynn
- Windermere 2 people
- MT 4 people
- Rawley +1
- Bev Gates
- Brian Gilden

Also, see below for a list of candidates for the 2019 Executive Board. We will be voting on the slate next week.

To: All Inland Northwest NARPM Professional Members

RE: Board Elections for the Inland NW Chapter

The Inland NW Board of directors and nominating committee has approved the following slate of candidates for 2019 open positions:

- **President: Jeannette Gordon**
- **Pres Elect: Sandy Sanford**
- **Past Pres: Ned Brandenberger**
- **Treasurer: Joel Tampien**
- **Secretary: Bryan Gwynn**

We will ratify the candidates for the board by simple majority vote at our next meeting on September 26th.

We are still looking for professional members to chair committees. If you are interested in serving on a committee or acting as committee chair, please let us (Jeannette ☺) know. Getting involved is fun, educational and rewarding!

Ned

Ned Brandenberger, RMP®, CMCA®

2017 President- Inland Northwest Chapter
National Association of Residential Property Managers (www.NARPM.org)

Jeannette Gordon
Property Manager/Office Manager

From: jeannette@pullman.com
Sent: Wednesday, December 5, 2018 10:22 AM
Subject: NARPM Reminders
Attachments: 2018 Holiday Party Invitation.docx

Hi Everyone,
Just a few reminders. We are not having a normal December general meeting. Instead we are having a Holiday Party. See invitation attached. RSVP to Maria Trunkenbolz directly. Her contact info is on the invitation.

We will be having an executive board meeting the morning after the holiday party, December 20th. Illinois Ave Bar & Grill (1403 East Illinois Ave, Spokane), 9am. The board meeting is open to all NARPM members but we would like all 2018 and 2019 board members to please try to attend. We'll be wrapping up this years business and getting ready for next year. If you would like to serve on a committee please plan to attend also!

2019 Executive Board includes:

Pres: Jeannette Gordon
Pres-Elect: Sandy Sanford
Past Pres: Ned Brandenburg
Treasurer: Joel Tampien
Secretary: Bryan Gwynn
Committee Chairs: Eric Bessett, Maria Trunkenbolz

Lastly, our first 2019 meeting will be January 23rd at CenterPlace. We'll send out a reminder in early January with more details.
Please let me know if you have any questions or comments. I look forward to a great year!

Jeannette Gordon
Property Manager/Office Manager
Summit Realty
509-332-2255 Office
509-334-7368 Fax
www.summitrealty.com

Inland Northwest NARPM President-Elect
<https://www.narpm.org/about/why-use-one/>

**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 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 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 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.
 - 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.

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, 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.

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.

Department of the Treasury
Internal Revenue Service

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

2018

Open to Public Inspection

A For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****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 1446, Sandpoint, ID,
US, 83864**D** Employee Identification
Number **90-1180700****E** Website:**F** Name of Principal Officer: **Jeannette Gordon**
125 SE High St, Pullman,
WA, US, 99163

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.

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