

# National Association of Residential Property Mangers Inlandnorthwest Counties

Balance Sheet  
As of December 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	5,727.46
<b>Total Bank Accounts</b>	<b>\$5,727.46</b>
<b>Total Current Assets</b>	<b>\$5,727.46</b>
<b>TOTAL ASSETS</b>	<b>\$5,727.46</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	7,441.62
Retained Earnings	
Net Income	-1,714.16
<b>Total Equity</b>	<b>\$5,727.46</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,727.46</b>

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## Profit and Loss

January - December 2020

	TOTAL
Income	
Dues and Lunch meetings	2,925.51
<b>Total Income</b>	<b>\$2,925.51</b>
GROSS PROFIT	<b>\$2,925.51</b>
Expenses	
Advertising & Marketing	500.00
Bank Charges & Fees	6.00
Donation	500.00
Legal & Professional Services	55.00
Meals & Entertainment	2,700.87
Office Supplies & Software	217.80
Other Business Expenses	10.00
Travel	650.00
<b>Total Expenses</b>	<b>\$4,639.67</b>
NET OPERATING INCOME	<b>\$ -1,714.16</b>
NET INCOME	<b>\$ -1,714.16</b>



**Inland Northwest Chapter  
National Association of Residential Property Managers  
Board Meeting  
September 15, 2020**

NARPM Board meeting called to order at 10:00 am by  
President Jeannette Gordon from Summit Realty  
Present: Chapter President Elect & Treasurer Bryan Gwynn, Secretary Candace Leach, Past President Ned Brandenberger,  
Rawley Harrison – Membership, Maria Trunkenbolz  
Excused:

Met Virtually Via a Zoom call

Bryan Gwynn provided brief Treasurer's report and emailed to Board.

Maria gave brief report on partnership with No-Li Brewery for Fire Relief Support. She, and Rawley, recommended a donation from our chapter directly and to look at support from individual companies within the chapter. Maria motioned to donate \$500.00 directly to fire relief and Candace seconded and passed unanimously.

Education: Maintenance Beyond the Basics by Kit Garen – November 9<sup>th</sup> & 10<sup>th</sup> or 23<sup>rd</sup> & 24<sup>th</sup>.

Meetings: Mark Cunningham, Sept 22<sup>nd</sup> – King County Chapter Meeting – Inland NW will partner.  
October Meeting – Embezzlement Class – King County will join us for this meeting.

Legislative Update: City of Spokane Ordinance Update – Eric Bessett: Steve Corker indicated committee has yet to meet. Should not be on the October agenda. Currently feels like 4 strong votes against Just Cause, etc. Steve Corker recommends reaching out to council members and request no votes occur until in person testimony can occur.

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Strategic Planning Update: Jeanette & Bryan have discussed doing something towards the end of the year. Jeanette will reach out to Melissa Sharon to discuss/schedule.

Slots for Elections:

President – Bryan Gwynn

President Elect – Tyler Vincent

Secretary – Candace Leach

Treasurer – Dan Harrison was nominated by Maria and seconded by Ned. Bryan will reach out to confirm Dan is on board.

Jeanette will email out ballots and all will be duly elected unless someone runs opposed.

National Conference is 100% virtual this year. October 19<sup>th</sup> -23<sup>rd</sup>.



National Association of Residential Property Managers  
INLAND NORTHWEST COUNTIES CHAPTER

## Inland Northwest NARPM® Chapter Agenda

January 22, 2020

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: **Article 12: Compliance and Enforcement** (on back side)
5. Leadership Reports-Bryan Gwynn and/or Eric Bessett
6. Installation of Officers-Melissa Sharone MPM®, RMP®, PRO, CRMC®
  - President-Jeannette Gordon
  - Secretary-Candace Leach
  - Treasurer-Bryan Gwynn
7. Benefits of NARPM Membership-Melissa Sharone
8. Q & A
9. Announcements
10. Next Meeting

Inland Northwest Chapter Leadership:

President: Jeannette Gordon 509-595-0404 [jeannette@pullman.com](mailto:jeannette@pullman.com)

Secretary: Candace Leach

Treasurer: Bryan Gwynn

Pres-Elect: Bryan Gwynn

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.

## **Article 12: COMPLIANCE AND ENFORCEMENT**

***The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.***

### **STANDARDS OF PROFESSIONALISM**

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.



National Association of Residential Property Managers  
INLAND NORTHWEST COUNTIES CHAPTER

## Inland Northwest NARPM® Chapter Agenda

September 22, 2020-December 31, 2020

### 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.

1. Code of Ethics: **Article 2: Discrimination** (on back side)
2. **Message from President Jeannette Gordon:** 2020 has definitely been an interesting year. I want you to know that the Board is constantly trying to evolve and figure out how to get the most benefits to our members, while not meeting in person. I personally have struggled with how to keep our vendors/affiliates engaged. I believe that the speakers that we have lined up for the next two months will benefit not only our NARPM members but also our vendors and affiliates. Both speakers are essential for any business! Please try to join the meetings. I look forward to “seeing” everyone! Take care and be safe! As always, I am here anytime if you there is anything I can help you with.
3. **Upcoming Events:**
  - **September 22, 2020-11am.** General membership meeting virtually. Co-hosted with the King County Chapter. Speaker: Marc Cunningham with Grace Property Management. “Stop Marketing and Start Selling” LogIn: <https://global.gotomeeting.com/join/132738245> . Please pre-register.
  - **September 23, 2020-Election deadline.** Slate of Candidates:
    - 2021 President: Bryan Gwynn, Urban Settlements
    - 2021 Pres-Elect: Tyler Vincent, Extant Realty
    - 2021 Secretary: Candace Leach, Madison Real Estate
    - 2021 Treasurer: Dan Harrison, Watson Management
    - **Candidates will be duly elected 9/23/20 if no write-in nominations are received. No “official” meeting will be held.**
  - **October 19-23** National Conference. All virtual. More info coming! [National Conference FAQ](#) .
  - **October 28, 2020, 11:45am-1pm**-General membership meeting virtually. Hosted by Inland NW Chapter, co-hosted with the King County Chapter. Speaker: Taylor Hou, APM Help. “How to Embezzle From a Property Manager” . Login coming.

- **November 9<sup>th</sup> & 10<sup>th</sup>**-Online virtual class taught by Kit Garren. Maintenance: Beyond the Basics. Register here: <https://www.narpm.org/education/course-schedule/> or use the attached PDF and fax or email it in.
- **December:** Hoping for an in-person holiday party! Stay tuned!

Inland Northwest Chapter Leadership:

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Secretary: Candace Leach

Treasurer: Bryan Gwynn

Pres-Elect: Bryan Gwynn

Past President: Ned Brandenburg

Membership: Rawley Harrison

Education: Maria Trunkenbolz

Legislative: Eric Bessett

Hospitality/Meetings: Maria Trunkenbolz

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## **NARPM® Code of Ethics**

### **Article 2: DISCRIMINATION**

*The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.*

### **STANDARDS OF PROFESSIONALISM**

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- **2-2** The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.



National Association of Residential Property Managers  
INLAND NORTHWEST COUNTIES CHAPTER

## Inland Northwest NARPM® Chapter Agenda

February 26, 2020

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: **Article 1: Responsibility to Protect the Public** (on back side)
5. Committee/Leadership Reports-
  - WA State Legislative: Bryan/Eric
  - Treasurers Report: Bryan
6. Speaker: Spokane Valley Fire Department
7. Q & A
8. Announcements:
  - NW Fair Housing Conference-Spokane April 23, 2020
  - Dues are \$100 and are due now.
9. Next Meeting March 25, 2020

Inland Northwest Chapter Leadership:

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Treasurer: Bryan Gwynn

Pres-Elect: Bryan Gwynn

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## **Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC**

***The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.***

### **STANDARDS OF PROFESSIONALISM**

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- **1-2** The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

Department of the Treasury  
Internal Revenue Service

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

2020

Open to Public Inspection

**A** For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31****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****505 W RIVERSIDE AVE STE****500, SPOKANE, WA, US,****99201****D** Employee Identification  
Number **90-1180700****E** Website:**F** Name of Principal Officer: **Bryan Gwynn****505 W RIVERSIDE AVE STE****500, SPOKANE, WA, US,****99201**

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

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

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

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



**Inland Northwest Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
October 28, 2020**

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

President Jeannette Gordon from Summit Realty

Present: Chapter President Elect & Treasurer Bryan Gwynn, Secretary Candace Leach, 2021 President Elect – Tyler Vinson

Guests: Dillon White - Second Nature, Taylor Hou - APM Help

Met via Zoom Call – Multiple Chapters (Montana, King County, Greater Portland, S. Boise, etc)

Jeanette greeted those on the call. Announced our 2021 Board. Announced Nov 8<sup>th</sup> & 9<sup>th</sup> CE Course: Maintenance Beyond the Basics with Kit Garron, Strategic Planning, Dec 2<sup>nd</sup> and possibly in person holiday party – TBD.

Five Minutes of Fame (affiliate spotlight): Dillon White – Second Nature – discussed product. Received Vendor of Year from NARPM for 3<sup>rd</sup> yr in a row.

Maria T – Introduced Taylor Hou – How to prevent Embezzlement in PM Companies. Presentation will be shared.

Meeting adjourned at 1:00pm.

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Respectfully submitted,  
Candace Leach  
Secretary



**Inland Northwest Chapter  
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## Inland NW NARPM Meeting

Good Morning Everyone! And welcome to the Inland NW chapters October meeting!

I am Jeannette Gordon, current President. We have elected our 2021 board and I would like to introduce them:

2021 President: Bryan Gwynn with Urban Settlements

Pres-Elect: Tyler Vincent with Extant Realty

Secretary: Candace Leach with Madison Real Estate

Treasurer: Dan Harrison with Watson Madison

Our Pres and Pres-elect will be attending the NARPM leadership training on November 16-17.

We will be having our strategic planning session with our RVP Melissa Sharone on December 2<sup>nd</sup>. This will be in-person at CenterPlace in Spokane Valley. Anyone interested in attending please let Bryan or me know. Space is limited.

The Inland NW chapter will be hosting our education class on Nov 8 & 9<sup>th</sup> virtually. Kitt Garren will be teaching us Maintenance: Beyond the Basics. Anyone wishing to attend can sign up through NARPM.org.

We are hoping to have an in-person holiday party in December! Stay tuned for details!

Now I would like to introduce Dillon White with Second Nature. Second Nature has been kind enough to provide the Zoom meeting platform for us. Dillon.....

OK, now I would like to introduce our speaker today. Taylor Hou is the owner of APM Help. APM specializes in cleaning up and keeping PM companies in compliance with their state audit requirements. Their difference from others is that they combine ex-software professionals (AppFolio, Buildium, PropertyWare) with accountants and build their own tech to enable them to be extremely efficient. Taylor.....take it away.

Wrap up: Thank you everyone for joining us today. Taylor had a fascinating presentation that has given all of us something to think about.

Reminders: Virtual Education class Nov 8 & 9<sup>th</sup> with Kitt Garren. Maintenance: Beyond the Basics. Register at NARPM.org

AND, we are hoping to get together in person for a holiday social in December.