

Certificate of Compliance

This certifies that the

King County Chapter

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

12/1/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® King County, WA Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted for reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: US Bank
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year. Our 2010 Planning meeting is scheduled for 12/1/09. We will forward the calendar of events no later than 12/2/09.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not: 2008 Leadership Training in Sacramento, CA
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/): Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number: We currently have a "live" King County Website
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:


23. Rate the health of the chapter (1 - 10, 10 being highest) 10!

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? We actively recruit peers within the Property Management Community; we have an annual silent auction each year to benefit a local philanthropy; we also promote networking with each other, both vendor affiliate and PM members.

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 11-30-2009
Current Certification Year President/Date

 12-1-09
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.



KING COUNTY CHAPTER

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2009 Board Meeting Minutes

April 14, 2009

Board Members Present

Leeann Ghiglione
Sondra Jackson
Kellie Tollifson
Geri Pentz
Tami Welliver
Richard Bieker

Chair Persons Present

Holly Diamond
Robert Gregor
Leslie Lemm
Rebekah Near
Alice Zehnder

Guests Present

Sandra Henderson
Jim Henderson
Matt Bronson
Marcia Hutchins

Leeann called our meeting to order at 10:35 AM.

Minutes from March Board Meeting were not presented and Leeann stated that she would resend them via email and requested that all executive Board Members read them and submit their changes/approvals via email to Alice. {Meeting minutes were approved as email reports were read by Tami Welliver, Geri Pentz, Kellie Tollifson, Leeann Ghiglione and their ayes were emailed to Alice .}

Treasurers Report:

Ending balance on 3/31/09 is \$2898.

Membership & Education:

Our Calendar of Events for the year is tentatively set and Rebekah Near will update with latest changes and send the update to Alice to have ready for May Board Meeting. Discussion opened for possible backup list for replacement speaker/classes for the unconfirmed speaker/topics in future Months. Marcia Houchins suggested Ed McVerran, Atty. With a class on Landlord Tenant Law and Property Management possibly in June, July, or September.

Rebekah has great Property Management contact data and requests that we all give her contact lists from our data files to add to her email broadcasts that she does for K.C. NARPM.

Vendors:

It was moved, seconded and approved to accept Perma Dry with Jackie Davis as a new NARPM Vendor. We are awaiting completion of Vickie Methvin s' application to vote on her acceptance. It was moved, seconded and approved to give 1-800-Water-Damage a King County NARPM Honorary Membership for 1 year due to the misunderstanding in applications between becoming a National member and local membership.

Legislation

The request at the March Chapter Meeting for donations for funds to support lobbying efforts on our behalf in Olympia brought in \$140. \$100 of this was given to Joe Puckett and \$40. was given to RHA. This is just a start. The K. C. Board will work on getting a plan of on-going financial support for our industry issues to constantly let our voices be heard.

Old/New Business

At this time we do not have a Chairman for our Charity Drives.

Matt Bronson and Tami Bettendorf agreed to co-chair our "Back to School " supplies drive over the Months of June and July. It was suggested that as an added incentive to help we offer an extra raffle ticket for every donation. (To be further discussion in May).

Our agreed on organizations to support this year are the Children's Home Society (Back to School Supplies Drive) and the N. W. Children's Fund.

It was decided that Leslie Lemm would take a \$100 gift basket to regional as our donation.

Submitted by: Alice Zehnder, Staff

Tami Welliver - Secretary



KING COUNTY CHAPTER

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2009 Board Meeting Minutes

May 12, 2009

Board Members Present

Leeann Ghiglione
Sondra Jackson
Geri Pentz
Tami Welliver
Richard Bieker

Chair Persons Present

Holly Diamond
Rebekah Near
Sandra Henderson
Alice Zehnder

Guests Present

Leeann called our meeting to order at 10:30 AM.

The Board Meeting Minutes from April 14th were read and approved with spelling correction on potential new Vendor Vickie Methvin and to show correction on the two members co-chairing the "Back to School Drive". The correct two are Matt Bronson and Tami Bettendorf.

Treasurers Report:

Geri Pentz left early for the NARPM Regional and will have the Treasurers Report at this Months Chapter Meeting.

Membership & Education:

Rebekah Near has an updated Calendar of Events for 2009. (See attached.)

Our May Topic and Speaker will be on the banks prospective on Foreclosures and Ernst Accounts with Don Pinter from Whidbey Island Bank. (Rebekah will send Alice a bio for the May Meeting Flyer.)

Rebekah requests that we all give her contact lists from our data files to add to her email broadcast list that she does for K.C. NARPM.

Vendors:

There are no new Vendor Applications.

** Richard Bieker will update his web lists on active Vendors and Property Managers after he talks to Geri Pentz.

It is believed that the Table Sponsorship list is completed thru our September Chapter Meetings. (Robert Gregor has the list.) The name of the sponsor for this Month will be sent to Alice to be included on the Meeting Flyer.

Legislation

Again we will request at our Chapter Meeting that our Membership donate funds for our Legislative issues to be aired. ** Holly Diamond will pick up 'raising \$4000' chart from Sandra Henderson's office.

It is suggested that Property Managers discuss this with all their owners and companies and possibly suggest a one time a year donation of \$50 from each. Vendors could consider doing the same.

Old/New Business

****** Leeann Ghiglione or Geri Pentz will order another banner for our Chapter Excellence award years.

Alice will attend the May Chapter Meeting and from then will work on flyer each Month and Luncheon Reservations.

Submitted by: Alice Zehnder, Staff

Tami Welliver - Secretary

**** Action Items**



KING COUNTY CHAPTER

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2009 Board Meetin Minutes

February 10, 2009

Chapter Board Members Present

Leeann Ghiglione
Rebekah Near
Alice Zehnder

Absent Board Members

Tami Welliver
Richard Bieker
Sondra Jackson
Kellie Tollifson
Susan Willadsen

Our meeting was called to order at 10:30 AM and was without a quorum count. We then conducted an informal review of our status.

Last Months meeting minutes were not read and approved.

Treasurers Report:

No report. Books will be turned over to Geri Pentz in March. Alice will make up some blank receipts for handout as members come thru to pay for their Lunches and or Classes.

Membership & Education:

Rebekah is working to have a class offering soon, possibly on Crime Free Housing with Doug Reynolds as instructor. She will contact Alans wife regarding classes to include and get her input on how to obtain the Credit Hour requirements.

It was suggested that maybe Denny, Rebekahs daughter would assist Sondra with new Membership contacts.

Vendors:

Leeann will contact Leslie Lemm to see if she will take on the Vendor Chair.

We will look into the possibility of offering a Vendor Spotlight sponsorship at each Chapter Meeting giving the Vendor 10 15 minutes to promote his business and the opportunity to decorate tables. The price to the Vendor would be \$75.00. Rebekah will write up this suggestion and send it to Leeann.

Legislation

Leeann felt the "Day on the Hill" was a great experience and will ask Carrie Fjeld to give a short recap of the day at the Chapter Meeting.

Submitted by: Alice Zehnder, Staff
Tami Welliver - Secretary



KING COUNTY CHAPTER

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2009 Board Meetin Minutes

January 13, 3009

Chapter Board Members Present

Tami Welliver Sondra Jackson
Richard Bieker Alice Zehnder
Leeann Ghiglione
Kellie Tollefson

Absent Board Members

Holly Diamond
Ricky Sadler

King County Board Meeting on January 13, 2008 opened at 10:40 AM.

Minutes from December Planning Board Meeting were read. The list of filled Board Positions for 2009 will be inserted into the December Meeting minutes and the minutes are approved with their inclusion. .

Treasurers Report:

With the resignation of Susan Willadsen as our Treasurer, Richard Bieker has agreed to temporarily take on the position until our President can find someone.

Richard will get an end of year report by next Month's Board Meeting.

Membership:

Our PM membership is at 51 for this Chapter. We will be hearing from our Membership Committee regarding plans to bring new faces, or old faces back to increase membership.

Vendors:

Ricky Sadler is not here today. (LeeAnn will speak to Ricky and find out if he is interested in chairing the Vendors.)

The Vendor Membership application of Leslie Lemm with ServePro was presented and the Board voted to accept this membership.

Legislation

We have an important "Day on the Hill" coming up on January 29th. All NARPM Property Managers are encouraged to attend this event in Olympia and to contact their district legislators regarding the issues. A good showing in Olympia will influence the outcome of important upcoming laws and initiatives affecting our industry.

Education:

Kellie Tollefson has information regarding a "All in One" web based class being introduced by Albert Olenour. He is based out of Santa Barbara, California and would be interested in attending a Chapter Meeting and talking 30 minutes on new "tools" available for the Property Manager.

New Business:

Our most important new business agenda will be LeeAnn.s work on finding a PM from our Membership willing to finish out Susan Willadsens two year Treasurer's position.

Old Business:

It was moved and seconded to refund all moneys from the last class offering we conducted where clock hours were expected.

Meeting adjourned at 12:05 PM.

**Submitted by: Alice Zehnder, Staff
Tami Welliver - Secretary**

King County Chapter or NARPM
November 10, 2009

In attendance:

Leeann Ghiglione, Pres.
Kellie Tollifson, Pres. Elect
Rich Bieker, Past Pres.
Sondra Jackson, V.P
Geri Pentz, Treasurer
Tami Welliver, Sec.
Rebekah Near, Speaker & Education
Matt Bronson, Charity
Holly Diamond, MAL
Jim Henderson, Legislative
Alice Zehnder, Temp Staff Person
Kasey Medina, Acting Sec.

Absent:

Leslie Lemm, Vendor Affiliate
Bob Gregor, Vendor Affiliate
Tami Bettendorf, Charity
Susan Willadsen, Newsletter

Meeting called to order by Leeann at 10:42 AM.

Minutes from the last Board meeting were moved, seconded and approved with one amendment. Bob's last name was written McGregor instead of the correct spelling: Gregor.

Treasurer's Report:

Alice's salary did not appear on the November Treasurer's report, and will be added to the next report.

Calendar for Remainder of 2009:

- November 24th – Silent Auction, Vendor of the Year Awarded, Board Election
- December 1st – 10am-1pm Board Planning Meeting
- December 15th – Dec. Chapter Meeting/Holiday Party

New Vendor Affiliates:

There were no new vendor applications.

Committee Chair Plans for Next Year:

The committee chairs for next year will remain for the most part the same. Jim – Legislative, Tami – Charity, Rebekah – Education, Leslie & Bob – Vendor Affiliate, Holly – Member at large. Kasey will take over the Newsletter.

Committee Updates:

Vendor Affiliate:

No vendor update as Leslie and Bob were absent

Speaker/Education:

Rebekah is working hard to get Julie Johnson (RHA) and Mike Scott (Dupre + Scott) as speakers for January and February

Newsletter:

Kasey will take the newsletter over if Susan is no longer willing. MPM's should be encouraged to write articles for points toward their designations

Legislative:

Jim gave more info about the housing coalition's discussion of third party inspections. The debate was between Joe Puckett and Julie Johnson over what concessions to give the state. Jim & Rebekah gave more information about the questions surrounding MOCO's "portable credit report" and what constitutes that report.

Charity:

Donations should be to the silent auction about an hour early. Matt and Tami will be at the Best Western at 9:30am. Any members who are able to come and help set up after that time are welcome. If any property managers have donations they should contact Tami; vendors should contact Matt.

Old Business:

No November sponsor or speaker.

Board Elections - Sondra and Geri will be stepping down from the board for 2010. Matt and Kasey were nominated to join the board. Tami has one more year, Kellie will be president one more year, and one more person is still needed

New Business:

The state clock hours meeting is November 18th.

December 4th is the IREM Economic Forecast Breakfast.

Leeann will make ballots for the board elections.

Reimbursement was requested for those who attended the National Convention in Orlando.

Meeting Adjourned at 11:56 AM.

Minutes submitted by Kasey Medina

11-12-2009