

Bylaws of  
The King County Chapter of  
The National Association of Residential Property Managers  
**Updated January 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the King County 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 Greater King County of Washington.
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 and promote legislative initiative in the Greater King County of Washington.

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: Greater King County of Washington.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management.

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

**Section B: Associate Member**

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

**Section C: Support Staff**

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

**Section D: Affiliate Member**

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that 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.

The Chapter shall not 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 and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

**Section F: Life Member**

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession.

An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

Section H: 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.

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 King County Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: 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: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. Request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/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 5 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
  
2. President-Elect: 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. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
  
3. 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.
  
4. 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.
5. 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 election. 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 King County Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating

Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

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

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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 to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be 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

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.



Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, 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 120 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 not 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 King County 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 of Residential Property Managers, Inc., 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 of Residential Property Managers, Inc., 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 of Residential Property Managers, Inc., 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 effect 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, statutes, 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 state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the King County Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Form 990-N

## Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

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

2021

Open to Public Inspection

**A** For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available

- Terminated for Business  
 Gross receipts are normally \$50,000 or less

**C** Name of Organization: **KING COUNTY CHAPTER OF THE  
NATIONAL ASSOC OF RESIDENTIAL PROPERTY MGRS**  
**PO Box 75085, Seattle, WA,  
US, 98175****D** Employee Identification  
Number **91-2080681****E** Website:  
**<https://kingcounty.narpm.org>****F** Name of Principal Officer: **King County Chapter of the  
National Assoc of Residential Property Mgrs**  
**8809 Roosevelt Way NE,  
Seattle, WA, US, 98115**

**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.**

## KC NARPM 2022 Budget

Income	2022 Proposed	2021 Actual (to date)	Variance
Monthly Luncheon	\$ 11,000.00	\$ 1,580.00	\$ (9,420.00)
Raffle	\$ 900.00	\$ 70.00	\$ (830.00)
Vendor Dues	\$ 7,700.00	\$ 8,191.16	\$ 491.16
NARPM HQ Contributions - Member retention	\$ 1,030.00	\$ 1,030.00	\$ -
Table Sponsorship	\$ 1,350.00	\$ 150.00	\$ (1,200.00)
Education Income	\$ -	\$ -	\$ -
National Grants	\$ 750.00	\$ -	\$ (750.00)
Credit card fees	\$ -	\$ -	\$ -
Charitable Fundraiser	\$ 2,500.00	\$ -	\$ (2,500.00)
<b>Total Income</b>	<b>\$ 25,230.00</b>	<b>\$ 11,021.16</b>	<b>\$ (14,208.84)</b>

Expense			
Luncheon	\$ 9,350.00	\$ 2,907.81	\$ (6,442.19)
Gifts & Tips	\$ -	\$ -	\$ -
Education/Speakers	\$ 3,500.00	\$ 1,275.00	\$ (2,225.00)
Office Supplies /Conf Calls/Board Mtgs	\$ 250.00	\$ 94.14	\$ (155.86)
Donations	\$ 2,500.00	\$ -	\$ (2,500.00)
Secretary of State	\$ 10.00	\$ 10.00	\$ -
Pres & Member Reimb for National	\$ -	\$ -	\$ -
Entertainment	\$ -	\$ -	\$ -
Raffle Expense	\$ 450.00	\$ 50.00	\$ (400.00)
Bank Fee/Credit Card Fees	\$ 500.00	\$ 192.29	\$ (307.71)
Software/accounting	\$ 505.00	\$ 446.04	\$ (58.96)
			\$ -
<b>Total Expenses</b>	<b>\$ 17,065.00</b>	<b>\$ 4,975.28</b>	<b>\$ (12,089.72)</b>

<b>NOI</b>	<b>\$ 8,165.00</b>	<b>\$ 6,045.88</b>	<b>\$ (2,119.12)</b>
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# NARPM King County Chapter

## Statement of Financial Position

As of December 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Checking 911	0.00
1110 Old Checking 6408	0.00
1115 US Bank 797	11,061.39
1120 Petty Cash	0.00
<b>Total Bank Accounts</b>	<b>\$11,061.39</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1600 Undeposited Funds	0.00
1750 Prepaid Expenditures	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$11,061.39</b>
<b>TOTAL ASSETS</b>	<b>\$11,061.39</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Charitable Holding Account	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
3200 Retained Earnings	5,015.51
3250 Opening Balance Equity	0.00
Net Revenue	6,045.88
<b>Total Equity</b>	<b>\$11,061.39</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$11,061.39</b>

# NARPM King County Chapter

## Statement of Activity

January - December 2021

	TOTAL
Revenue	
4000 Revenue	
4010 Chapter Meeting Lunch	1,580.00
4020 Membership Dues	8,191.16
4040 Raffle Ticket Sales	70.00
4050 National Association	1,030.00
4060 Table Sponsor	150.00
<b>Total 4000 Revenue</b>	<b>11,021.16</b>
<b>Total Revenue</b>	<b>\$11,021.16</b>
GROSS PROFIT	<b>\$11,021.16</b>
Expenditures	
6010 Chapter Meeting Lunch Expense	2,907.81
6040 Raffle Expenses	50.00
6060 License & Legal	10.00
6090 Education	1,275.00
6100 Supplies	94.14
6120 Software	446.04
9100 Bank Fees	192.29
<b>Total Expenditures</b>	<b>\$4,975.28</b>
NET OPERATING REVENUE	<b>\$6,045.88</b>
NET REVENUE	<b>\$6,045.88</b>

# April Virtual KC Meeting



National Association of Residential Property Managers  
KING COUNTY CHAPTER



## Tackling Tenant Damage vs Normal Wear & Tear Like a Pro

April 27th, 2021 From 11am- 1pm

Our meeting will feature Mike Giallanza from Home Realty & Management

### TOPIC:

Learn to master the “grey area” between tenant damage and normal wear and tear. This session will provide tips and techniques on:

- Utilizing third-party industry and government sources to determine “useful life” and how to distinguish between normal wear and tear versus tenant damage
- Analyzing several examples of damages and deciding “who pays?”
  - Lease verbiage to hold tenants responsible for damage repairs
- Documenting the condition of the property to leave no questions
  - Providing third-party documentation to support your charges
- Documenting the condition of the property to leave no questions
  - Conflict resolution

### Get To Know Mike:

Mike Giallanza (G-Ah-Lawn-Za) has been managing homes since 2004 when he turned his first home into a rental property. He is a hybrid Realtor splitting his time between property management and sales, primarily of single-family homes. Mike is a Residential Management Professional, a Master Property Manager, and has been active with the Denver NARPM chapter in various leadership and board positions.

Mike enjoys collaborating with, teaching, and learning from other NARPM members, to continually maximize efficiency, effectiveness, and profitability. He has two amazing children who don't know it yet, but will be his retirement plan! Please join me in welcoming, Mike.

### Zoom Meeting Details:

Lee Nichols is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/93021098430?pwd=dzhCL091V28rNHJtb3R1aURqamx0UT09>

Topic: **NARPM KC Monthly Member Meeting**

Time: April 27th, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: [https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrklisQ BzXrR/ics?](https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrklisQ BzXrR/ics?ic-)

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Meeting ID: 930 2109 8430

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One tap mobile

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+1 253 215 8782 US (Tacoma)

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Passcode: 136452

Find your local number: <https://zoom.us/u/agRQ9g3XX>

### VENDOR SPOTLIGHT:



Please make your reservations on the monthly Evite or contact Adriana at [atallmadge@bell-anderson.net](mailto:atallmadge@bell-anderson.net)



# February Virtual KC Meeting

JIM ROMAN'S  
MICRO  MILLIONS

## DON'T JUST SURVIVE THRIVE

### *How to Build a Business That Survives and Thrives*

with Jim Roman

King County NARPM

Tuesday, February 23, 11 a.m. - 1 p.m.



### **Dont Just Survive, Thrive!**

February 23rd, 2021 From 11am- 1pm

Our meeting will feature Jim Roman

### **TOPIC:**

Are You Thriving? Or Just Surviving

Is there a gap between where your business is and where you want it to be? You can bridge that gap by understanding what stage of business you're in, exploring what drives you, and organizing your team and your business so that you can

§ Bring in the kind of business you love to do

§ Get your work done—on time and with excellence, every time

§ And live the life you've always dreamed

### **Get To Know Jim:**

Jim Roman has been helping small business owners and professionals build better businesses and better lives for themselves, their families and their communities for more than 20 years. A highly respected speaker, trainer and consultant, Jim's results-oriented programs inspire and empower people to take action. Jim comes to this passion from personal experience. He began working in his parents' restaurant when he was 13, failed in his own first business venture and lost his dad at age 62. He knows how easy it is to put off living the life you want until it's too late. Jim has worked with thousands of businesses and organizations to figure out what is holding them back so they can break through their barriers, accelerate their growth and work to live instead of just living to work. Jim's own successful balance has included working on aircraft armament systems in the US Air Force, building and selling several successful businesses, traveling the country working with small businesses and the associations that support them and, recently, moving so he could enjoy his own downtime in the sun and fun in Orlando.



National Association of Residential Property Managers  
KING COUNTY CHAPTER

### **Zoom Meeting Details:**

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Join Zoom Meeting

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<https://zoom.us/j/930210984307>  
[pwd=dzhCL091V28NHJtb3R1aURqamx](https://zoom.us/j/930210984307)

[DUT09](https://zoom.us/j/930210984307)

Topic: **NARPM KC Monthly Member Meeting**

Time: Jan 26, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: <https://zoom.us/j/930210984307>

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[OL rK](https://zoom.us/j/930210984307)

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# February Virtual KC Meeting

JIM ROMAN'S  
MICRO **10** MILLIONS™

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### *How to Build a Business That Survives and Thrives*

with Jim Roman

King County NARPM

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Is there a gap between where your business is and where you want it to be? You can bridge that gap by understanding what stage of business you're in, exploring what drives you, and organizing your team and your business so that you can

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§ Get your work done—on time and with excellence, every time

§ And live the life you've always dreamed

#### **Get To Know Jim:**

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

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DUT09](https://zoom.us/j/93021098430?pwd=dzhCL091V28rNHJtb3R1aURqamx5DUT09)

Topic: **NARPM KC Monthly Member Meeting**

Time: Jan 26, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: [https://zoom.us/meeting/  
tJctdeiopzMuGdT8sH37Y-Rjrklisic-](https://zoom.us/jctdeiopzMuGdT8sH37Y-Rjrklisic-)

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odTxmFxbjadpxAzNUHdqLzH8JOlrO9  
OLrK](https://zoom.us/jctdeiopzMuGdT8sH37Y-Rjrklisic-sToken=98tyKuCrjkrGt2dtBqHRRowaAojodTxmFxbjadpxAzNUHdqLzH8JOlrO9OLrK)

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# July KC NARPM Luncheon Meeting



## Landlord Tenant Law & Navigating Today's Changes

July 27th, 2021

11am to 1pm

Our meeting will feature: **Chris Benis**

### Topic:

Join King County NARPM as we host Chris Benis who will share with us the latest legislative updates and how they are affecting our tenants, our property owners and our business practices. Don't miss out on this fantastic, interactive speaking engagement!



### Get to know Chris:

Christopher T. Benis is Of Counsel to the law firm of FIRST AVENUE LAW GROUP, PLLC, with offices in Seattle, WA. Mr. Benis attended the University of Washington, where he received a B.A. in Political Science, a Master of Urban Planning and J.D. from its School of Law. He represents property management firms, individual real estate investors, real estate brokerages, industry trade associations, design professionals, and construction companies. He advises his clients on practical and understandable solutions to their legal needs and concerns.

Chris is a regular speaker and author on topics related to property management. Chris currently serves as Legal Counsel for the Rental Housing Association of Washington (RHA) and is a past-President of the organization. He is currently on RHA's Executive Committee and is chair of its Legal Defense Fund (LDF) and Education Committee.



National Association of Residential Property Managers  
KING COUNTY CHAPTER

### Luncheon will be held at:

Seattle Yacht Club  
1807 E Hamlin St.  
Seattle, WA 98112

- Member Lunch \$40
- Non-Member Lunch \$50

Please make checks payable to King County NARPM, Cash, Checks and Debit/Credit Cards may be used at the door

### Lunch Menu:

Chicken Marsala served with Rice Pilaf, Carrots and Broccolini  
House salad with Mixed Greens, Cucumbers, and tossed in Herb Dressing

### VENDOR SPONSOR:

Please make your reservations on the monthly Evite or contact Adriana at [atallmadge@bell-anderson.net](mailto:atallmadge@bell-anderson.net)

**\*\*You will be invoiced if you RSVP and do not show up\*\***

# June Virtual KC NARPM Meeting



National Association of Residential Property Managers  
KING COUNTY CHAPTER



# MAINTENANCE

## All Things Maintenance

June 22nd, 2021

11am to 1pm

Our meeting will feature **Deb Newell MPM® RMP® Realtor®**

### Topic:

It's the 101 on all the highlights (and lowlights) of all things Maintenance. We'll talk shop with a review of best methods and ideas to generate revenue. Everything from facilitation to standardization and all things between!

### Get to know Deb:

A self-described "Fixer", and a property management business owner turned consultant, Deb Newell MPM® RMP® Realtor® offers expert one-on-one consulting for the Property Management industry, working with single-family, multifamily, turnkey and B2R businesses. Since 2010 she has refined and perfected her craft in aiding and finding solutions for each client, with a strong focus on people, processes, technology, marketing, asset management, financials, business growth, and more. She has successfully helped companies create, execute, and profit from maintenance.

Deb has served as a Regional Vice-President, Governmental Affairs Vice-Chair and Chair for NARPM. She has also served as a Director for St. Paul Area Association of Realtors from 2014-2020, as well as GA Chair and VC and is serving her 2nd term as a state Director for Minnesota State Realtor Association. She also is past Vice-Chair and Chair for both NARs Property Management Forum and Single-Family Investment Committee.

### Zoom Meeting Details:

Lee Nichols is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/93021098430?pwd=dzhCL091V28rNHJtb3R1aURqamx5DUT09>

Topic: **NARPM KC Monthly Member Meeting**

Time: June 22nd, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: [https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrKli-Q BzXr/ics?](https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrKli-Q BzXr/ics?ic-)

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Join Zoom Meeting

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# March Virtual KC Meeting



National Association of Residential Property Managers  
KING COUNTY CHAPTER

# ProfitCoach

## The 3X Profit Roadmap

March 23rd, 2021 From 11am- 1pm

Our meeting will feature Daniel Craig CEO of ProfitCoach

### TOPIC:

Are you interested in dramatically improving the profitability of your business and maximizing your entrepreneurial freedom? This powerful presentation will help you, the property management entrepreneur, 1) get crystal clear on the current financial performance of your business, 2) define an achievable profit goal for your business, and 3) determine the 3-5 key financial initiatives required to achieve breakthrough 3X profitability...all by using the tools provided to NARPM members in the brand new NARPM Accounting Standards. You're already working crazy hard. Why not 3X your profits?

### Get To Know Daniel

Daniel Craig is passionate about helping entrepreneurs make the most of their God-given talents and believes that financial clarity is crucial to driving commitment and change toward breakthrough profitability. He is co-author of the NARPM Accounting Standards and the CEO of ProfitCoach, a property management-focused financial services company with the mission of helping PM entrepreneurs expand their personal freedoms of time, finances, and purpose, by building highly profitable, self-managing PM businesses. He is blessed to be husband to Megan and father of two children and loves (almost) every minute of it.

## Zoom Meeting Details:

Lee Nichols is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/93021098430?pwd=dzhCL091V28rNHJtb3R1aURqamxwDUT09>

Topic: **NARPM KC Monthly Member Meeting**

Time: March 23rd, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: <https://zoom.us/j/93021098430?pwd=dzhCL091V28rNHJtb3R1aURqamxwDUT09>

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# May Virtual KC NARPM Meeting



## Post Session Update with Jim Henderson

May 25th, 2021

11am to 1pm

### Topic:

Our meeting will feature Jim Henderson from LandlordSolutions. The meeting will consist of a list of issues impacting landlords and property managers. Such as a State Legislature post-session updates and many more. You don't want to miss it!

### Get to know Jim:



Jim Henderson is President of LandlordSolutions. He is very active with NARPM holding numerous leadership positions within the organization. Passionate about legislation, Jim is the current Chair of Government Affairs for the State NARPM Chapter. As a registered lobbyist Jim is a persuasive, knowledgeable, and powerful voice to advocate on behalf of the rental housing industry. Jim has a vast institutional knowledge and clear understanding of the perspectives of rental property owners, property managers and tenants. He is also a licensed clock hours instructor.



National Association of Residential Property Managers  
KING COUNTY CHAPTER

### Zoom Meeting Details:

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pwd=dzhCL091V28rNHJtb3R1aURqamx  
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Time: May 25th, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: [https://zoom.us/meeting/  
tJctdeiopzMuGdT8sH37Y-Rirkli-  
Q BzXrR/ics?](https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-Rirkli-Q BzXrR/ics?)

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# November KC NARPM Luncheon



## Growing Your Property Management Co. by Partnering With Your Clients

November 23rd, 2021

11am to 1pm

**Our meeting will feature: AJ Shepard from Uptown Properties in Portland**

### Topic:

Ready to learn how to grow your property management company by partnering with your clients? Syndication is the process of pooling investors together to buy and manage assets. This presentation will introduce you to the concept of Syndication and point you in the right direction to get started in your own market. AJ Shepard has used this concept to buy over 70 doors in the past 2 years and plans to continue to add more to his portfolio.

### Get to know AJ:

AJ Shepard is the co-owner of Uptown Properties in Portland and also a licensed contractor in Oregon. His experience in real estate started more than 12 years ago in the contracting business. AJ graduated from the University of Washington with a Bachelor's degree in Mechanical Engineering and has a masteral's of Engineering systems management at Texas A&M University.

Finding his passion in real estate and construction management has created an avenue for this company to help provide all services necessary to its clients. Knowing the trade and the ability to manage many allows for streamlined maintenance for the investor's property at a reduced cost. Volunteering at ULI, and FRESH to give back to the Real Estate Community. An active member of NARPM and recipient of the Darryl Kazen Scholarship, current Regional Vice President of the Pacific Division, and recipient of RMP and MPM designation.



National Association of Residential Property Managers  
KING COUNTY CHAPTER

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Topic: **NARPM KC Monthly Member Meeting**

Time: November 23rd, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: [https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrkIi-Q\\_BzXrR/ics?ic-sToken=98tyKuCrrjkrGt2dtBqHRRowqAojod\\_TxmFxbjadpxAzNUHdqLzH8JOrO\\_9OL\\_rK](https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-RjrkIi-Q_BzXrR/ics?ic-sToken=98tyKuCrrjkrGt2dtBqHRRowqAojod_TxmFxbjadpxAzNUHdqLzH8JOrO_9OL_rK)

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# October Virtual KC Meeting



## Unattended Death in Your Property

October 26<sup>th</sup>, 2021 11am to 1pm

Our meeting will Leslie Lemm, Owner of ServPro Edmonds, Lynnwood & Bellevue West

### TOPIC:

Death is something that is difficult to face, especially the aftermath of clean-up and following proper legalities. Unattended death and can often have a severe impact on the state of a property. Leslie will discuss the process of decomposition clean-up along with proper protocols and legalities to protect property managers, owners and their tenants.

### Get To Know Leslie:

SERVPRO of Edmonds, Lynnwood & Bellevue West Owner Leslie Lemm Baldrige has over 25 years of experience in the Restoration Industry and has been a part of the SERVPRO organization since the 1990's. In her 15 years of membership with NARPM Leslie spent time serving on the board and understands the unique challenges that come with the property management industry. Leslie utilizes her expertise to educate property owners and managers on proper disaster preparedness planning and is certified in Biohazard Remediation.



National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

### Zoom Meeting Details:

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Topic: **NARPM KC Monthly Member Meeting**

Time: October 26<sup>th</sup>, 2021 11:00 AM Pacific Time (US and Canada)

Monthly: <https://zoom.us/meeting/tJctdeiopzMuGdT8sH37Y-Rirkli-Q-BzXrR/ics?ic->

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: April 20<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### **Board Members:**

President, Lee Nichols  
Past President, Elizabeth “Lizz” Loop  
~~Treasurer, Morgan Rodin~~  
~~Secretary, Adriana Gomez~~  
President Elect, Ian Joseph

### **Chair Committee:**

~~Legislative Committee, Rebekah Near~~  
~~Charity Coordinator, Lucy Fausto~~  
Affiliate Program Coordinator, Courtney Generaux-Olson  
Chapter Marketing/Publications, Ryan Wong  
Membership Coordinator, Maria Garcia  
Continuing Education Coordinator, Lawton Coursey  
Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: \_10\_\_ AM

President, Lee Nichols:

- Quorum established
- motion to approve financials, Lee 2<sup>nd</sup>, all in favor
- Would like to start Membership meetings in person as soon as we have a space to meet. Would like to start in June.
- Thinking of having multiple places to do membership meetings and move around each month to make it convenient for all the different members.
- Will reach out to Rich Rye to see if 1800 Water Damage has a meeting space in Tukwila
- Wants to encourage people to share FB page and content on there

Past President, Lizz Loop:

President Elect, Ian Joseph:

- Ian motion to approve minutes from March, Lawton 2<sup>nd</sup>, all in favor
- Found options for new meeting spaces in Tukwila, one option is Double Tree, \$200 space rent and \$800 food minimum. Looking into a space in Mercer Island but they are not ready yet for in person meetings until the summer.
- Will conduct a survey to members on whether they will show up to in person meetings
- Will include in survey the question of whether or not members are interested in participating in a golf tournament for an Alzheimer’s association
- Will reach out to a space in Lynwood for meetings and get back to everyone

Legislative Committee, Rebekah Near: Not in attendance

Charity Coordinator, Lucy Fausto: Not in attendance

Affiliate Program Coordinator, Courtney Generaux-Olson

- Serv Pro has a meeting space to accommodate 30 people if interested
- Sponsor for April is Pest Share, sponsor for May is Orca. June and July are open, so are September, October and November. It is difficult to get vendors to sponsor the Zoom meetings.

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey:

- Still working on CE Classes through Zoom, will have an update next month
- Ian suggests just doing it in person at the Serv Pro meeting space. Lawton will work on this. Lee suggests still trying to figure out the Zoom CE Class just in case things change with the county phases

New Business:

- August volunteer month:
  - o Plan if we will be doing something in person for this or figure out another plan
  - o Possible golf tournament and donate proceeds to an Alzheimer's association- Courtney will work on this and loop in Lucy. Ian suggests maybe inviting other chapters.
- Start working on the October planning meeting for 2022 and the holiday party in December

Next Board Meeting: 5-18-2021 Over Zoom

Next Chapter Meeting: 5-25-2021 Over Zoom

Meeting adjourned at: \_\_10:30\_\_ AM

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Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: August 17<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols  
~~Past President, Elizabeth “Lizz” Loop~~  
Treasurer, Morgan Rodin  
Secretary, Adriana Gomez  
~~President Elect, Ian Joseph~~

### Chair Committee:

~~Legislative Committee, Rebekah Near~~  
~~Charity Coordinator~~  
Affiliate Program Coordinator, Courtney Generaux-Olson  
~~Chapter Marketing/Publications, Ryan Wong~~  
~~Membership Coordinator, Maria Garcia~~  
~~Continuing Education Coordinator, Lawton Coursey~~  
~~Education Chair, Ian Joseph~~

Meeting called to order by Lee Nichols at: 10:04 AM

President, Lee Nichols:

- Still planning picnic, will get Costco food for attendees

Past President, Lizz Loop:

President Elect, Ian Joseph:

Treasurer, Morgan Rodin:

Legislative Committee, Rebekah Near:

Charity Coordinator N/A

Affiliate Program Coordinator, Courtney Generaux-Olson

- Will bring games and sponsor drinks

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

New Business:

Old Business:

- Picnic at Maple Leaf Park
  - o 4 tables under the gazebo already there
  - o Ian to bring table and canopy

- Courtney to bring table and canopy

Next Board Meeting: September 21<sup>st</sup>, 2021 at 10am via Zoom

Next Chapter Meeting: August 24<sup>th</sup> at 11am- Picnic

Meeting adjourned at: \_10:20\_ AM

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Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: Jan 19, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols  
Past President, Elizabeth “Lizz” Loop  
Treasurer, Morgan Rodin  
Secretary, ~~Adriana Gomez~~  
President Elect, Ian Joseph

### Chair Committee:

~~Legislative Committee, Rebekah Near~~  
Charity Coordinator, Lucy Fausto  
~~Affiliate Program Coordinator, Courtney Generaux-Olson~~  
Chapter Marketing/Publications, Ryan Wong  
Membership Coordinator, Maria Garcia  
~~Continuing Education Coordinator, Lawton Coursey~~  
Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: 10:10 AM

President, Lee Nichols:

Past President, Lizz Loop:

President Elect, Ian Joseph:

~~Legislative Committee~~, Rebekah Near

Charity Coordinator, Lucy Fausto

~~Affiliate Program Coordinator~~, Courtney Generaux-Olson

~~Chapter Marketing/Publications~~, Ryan Wong

Membership Coordinator, Maria Garcia

~~Continuing Education Coordinator~~, Lawton Coursey

New Business:

- CE classes outside of our chapter meetings.
- New Member, Lawton Coursey, in charge of CE Education
- We are getting another new member who will be joining us, Ian Denske from Statewide Restoration
- Lee always wants to hear new ideas for more CE classes.
- Who has the log-in information for the dropbox? Ian suggested to start a new dropbox.
- Ian and Lee want to have 10 minutes 1x1 with each of you. We go over what

- your volunteer roll is, and just want to touch base with each of you.
- Lizz will do chapter excellence and Ian will do Compliance, Lee will call Lizz after the meeting for guidance.
  - We want to get our email addresses up to date. Lee needs to get with Adriana to get that squared away.
  - Maria is brand new to the membership roll. She is not exactly sure what else to do since she is new. Lee suggested learning about ideas for ways to grow the chapter. Lizz thinks we do have a checklist of what to do with new members. Lizz always started off with her email to the new members and then Matt followed up with them. We need to make a phone call, find the list in dropbox, Lee send it to Maria so she can take a look at it and
  - Charity is Alzheimer's, Lucy will reach out to the local Chapter to see what we can do to work with them.
  - Lee sent emails to all the vendors asking them to send in photos or logos to be added to the website. Lee wants to have more visibility for the vendors, especially while we are on zoom calls.
  - Ian, we need to be mindful of our revenue this year and preparation for next year. This is top of mind, figuring out how to bring in more money. Ian is excited to kick off the year and we have great speakers lined up.
  - Lee asked what thoughts are about selling tickets via zoom and having the drawing randomly after the meeting, we could still do the 50/50 split. For each of our monthly meetings. Morgan said we could set up something to accept money, probably with PayPal. We could have vendors donate monthly. The vendor could send it out to the winning member. Trying to think of ways to generate some revenue.
  - We did not have the December meeting minutes so we were not able to vote on them.
  - Asked Morgan how our membership is going. Courtney was going to send out a reminder to the vendors to see if they still want to be affiliate members. So far Morgan has collected \$3,025 for membership dues. We are looking pretty good. We have about \$6,700 in the bank right now to cover speakers. We spent \$2,500 on speakers last year.
  - Lucy is now an associate member of NARPM. She does not know how to go about changing it since she is also a vendor. Is it more beneficial for her to remain as a vendor or change it to an associate and vendor. Lucy will reach out to Jackie @ National. Lizz asked Lucy to also ask Jackie about the attendance for last year, she's asked Jackie 2x but has not heard about her.
  - Lee is very excited about 2021, she wants to make sure everyone feels welcome and involved.

Next Board Meeting: Feb 16, 2021

Next Chapter Meeting: Jan 26<sup>th</sup>, 2021

Meeting adjourned at: 10:35 AM

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Submitted by Lee Nichols, President

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: February 16<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### **Board Members:**

President, Lee Nichols  
Past President, Elizabeth “Lizz” Loop  
Treasurer, Morgan Rodin  
Secretary, Adriana Gomez  
President Elect, Ian Joseph

### **Chair Committee:**

Legislative Committee, Rebekah Near  
Charity Coordinator, Lucy Fausto  
~~Affiliate Program Coordinator, Courtney Generaux-Olson~~  
Chapter Marketing/Publications, Ryan Wong  
Membership Coordinator, Maria Garcia  
Continuing Education Coordinator, Lawton Coursey  
Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: \_\_\_10:02\_\_\_ AM

President, Lee Nichols:

- quorum met.
- Getting tons of emails in regard to CE Class on what Chris Benis spoke about
- Will Intro. Every board member and committee member at membership meeting
- Suggests getting feed back from members on speakers and confirm contact info.
- Wants to send out a survey for affiliate members to get feedback on what we can do for them.

Past President, Lizz Loop:

- Will begin working on chapter excellence this week
- Working with Lawton to set up CE Class with Chris Benis

President Elect, Ian Joseph:

- Suggests calling out new members at membership meetings to welcome them
- Compliance was submitted
- Jim is confirmed to give an update in February Meeting and working on speakers for March and April.
- Has 5 RSVP for Golden Ticket meeting for Owner/Brokers

Secretary, Adriana:

- Motion to approve minutes from January, Ian 2<sup>nd</sup> and all members approved.

Treasurer, Morgan Rodin:

- Report, we have \$9900 in bank acct., Collected \$6400 oin dues and 5 vendors are outstanding but confirmed they will renew

Legislative Committee, Rebekah Near:

- Jim asked Rebekah to get some legislative questions at the meetings together for him, she did not get any this past time.
- Wanting to do a webinar on how to give testimony for Olympia. Skagit County made a class and she will get information and send it to everyone.

Charity Coordinator, Lucy Fausto

Affiliate Program Coordinator, Courtney Generaux-Olson- NOT IN ATTENDANCE

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

- Emailing back and forth with Professional Direction on 5 different classes that are offered for Designation CE Classes. Ian set a motion to vote for the below classes and Lee 2<sup>nd</sup>, all were in favor.
  - Fair Housing Basics
  - Risk Management Awareness

New Business:

Next Board Meeting: Mrch 16<sup>th</sup>, 2021 via Zoom

Next Chapter Meeting: February 23<sup>rd</sup>, 2021 at 11am via Zoom

Meeting adjourned at: \_\_11:00\_\_\_\_ AM

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Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: July 20<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols  
~~Past President, Elizabeth “Lizz” Loop~~  
Treasurer, Morgan Rodin  
Secretary, Adriana Gomez  
President Elect, Ian Joseph

### Chair Committee:

Legislative Committee, Rebekah Near  
~~Charity Coordinator~~  
Affiliate Program Coordinator, Courtney Generaux-Olson  
Chapter Marketing/Publications, Ryan Wong  
Membership Coordinator, Maria Garcia  
Continuing Education Coordinator, Lawton Coursey  
Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: 10:01 AM

President, Lee Nichols:

- Quorum established
- Melissa Sharone attending July meeting
- Working on updating the bylaws
- Will confirm Amit for a future meeting
- Lee to look into a link for the Alzheimer’s donations that is specific to KC NARPM and make an announcement at the August picnic

Past President, Lizz Loop:

President Elect, Ian Joseph:

- Send Dana at the Seattle Yacht Club RSVP count by the Friday before our meeting
- Remind members of being charged for no shows
- We need to fill September speaker

Treasurer, Morgan Rodin:

- Received a check from National for membership retention for \$1,030

Legislative Committee, Rebekah Near:

- Gave an update that the Governor is not for rent control

Charity Coordinator N/A

Affiliate Program Coordinator, Courtney Generaux-Olson

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

New Business:

- Board Elections in September
  - o Lawton is President Elect 2022
  - o Morgan and Adriana staying on
  - o Courtney will let us know soon
  - o Ryan will stay on
  - o Maria will stay on
  - o Rebekah for legislation chair
  - o Charity- we need someone to fill this
- Jim Roman charges \$4500 for strategic planning, board is leaning toward not hiring him for this.
- Ian motion to approve financials, Adriana 2<sup>nd</sup> and all approved
- Lee motion to approve minutes from June, Ian 2<sup>nd</sup> and all approved

Old Business:

- Picnic at Maple Leaf Park
  - o 4 tables under the gazebo already there
  - o Ian to bring table and canopy
  - o Courtney to bring table and canopy
  - o Lee will go and take pictures of the park to figure out the set up
  - o Should we order Appetizers? TBD once we have a head count
- Lawton will be announcing the CE Class in August at the July meeting and send the Evite

Next Board Meeting: August 17<sup>th</sup>, 2021 at 10am via Zoom

Next Chapter Meeting: July 27<sup>th</sup>, 2021 at 11am- Seattle Yacht Club

Meeting adjourned at: \_10:30\_ AM

---

Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: June 15th, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols  
Past President, Elizabeth “Lizz” Loop  
~~Treasurer, Morgan Rodin~~  
~~Secretary, Adriana Gomez~~  
President Elect, Ian Joseph

### Chair Committee:

~~Legislative Committee, Rebekah Near~~  
Affiliate Program Coordinator, Courtney Generaux-Olson  
~~Chapter Marketing/Publications, Ryan Wong~~  
Membership Coordinator, Maria Garcia  
Continuing Education Coordinator, Lawton Coursey  
Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: \_\_\_10:00AM\_\_

President, Lee Nichols:

- Quorum established
- Motion to approve minutes from May, Ian 2<sup>nd</sup> and all approved
- Motion to approve financials from Morgan, Ian 2<sup>nd</sup> and all approved
- Suggests picnic in August at Maple Leaf Park
  - o Courtney to check availability at the park
  - o Adriana to send Evite in August for 4<sup>th</sup> Tuesday in August
  - o Tell everyone to bring lawn chairs
  - o Pot luck style
- Let membership know about the pot luck in June and July meeting
- Melisa wants to attend an in-person meeting with KC NARPM

Past President, Lizz Loop:

- Will get a link for donations to Alzheimer’s Assoc.
- Lee said Miller Laine and Maple Leaf are willing to match \$500 donations for Alzheimer’s Assoc.

President Elect, Ian Joseph:

- In person meetings starting July at Seattle Yacht Club
- 

Legislative Committee, Rebekah Near

Charity Coordinator: N/A

Affiliate Program Coordinator, Courtney Generaux-Olson

- Will send an email out to vendors about donations for Alzheimer’s Assoc.
- Approved Zoom Drain with Lee as last vote

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

- Chris Benis CE Class (3 hours) August 11<sup>th</sup>, Cost is \$15 per person
  - o Will be held at Serv Pro
  - o Sponsored by RHA
  - o Courtney will look into sponsoring food
  - o Lawton will put together an email for the membership

New Business:

Speakers for the year follow up:

- No one for July yet since Leslie cannot make it
- No one in August
- Amit for October
- November is strategic planning month
- December is Holiday Party if we are going to have one

Next Board Meeting: July 20<sup>th</sup>, 2021 at 10am via Zoom

Next Chapter Meeting: June 22<sup>nd</sup>, 2021 Via Zoom

Meeting adjourned at: \_\_\_10:30\_\_\_ AM

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Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: May 18<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols  
Past President, Elizabeth “Lizz” Loop  
Treasurer, Morgan Rodin  
Secretary, Adriana Gomez  
~~President Elect, Ian Joseph~~

### Chair Committee:

~~Legislative Committee, Rebekah Near  
Charity Coordinator, Lucy Fausto  
Affiliate Program Coordinator, Courtney Generaux-Olson  
Chapter Marketing/Publications, Ryan Wong  
Membership Coordinator, Maria Garcia  
Continuing Education Coordinator, Lawton Coursey  
Education Chair, Ian Joseph~~

Meeting called to order by Lee Nichols at: 10:05 AM

President, Lee Nichols:

- Looking into Seattle yacht club for in person meetings
- Will contact the Alzheimer’s Assoc for link to donate
- Thinking of having a BBQ Picnic at a park for the charity fundraising event, members can bring family

Past President, Lizz Loop:

- Set forth motion to approve minutes, Morgan 2<sup>nd</sup> and all were in favor
- Will get Lee contact info. for Alzheimer’s Assoc.

Treasurer, Morgan Rodin: No activity in bank since we have no in person meetings

New Business:

Next Board Meeting: June 15<sup>th</sup> at 10am Via Zoom

Next Chapter Meeting: May 25<sup>th</sup>, 2021 Via Zoom

Meeting adjourned at: 10:20 AM

Submitted by Adriana G. Madrid, Secretary

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National Association of Residential Property Managers  
K I N G C O U N T Y C H A P T E R

## King County Chapter of NARPM – Board Meeting

Date: March 16<sup>th</sup>, 2021

**In Attendance:** (Cross off who is not here)

### Board Members:

President, Lee Nichols

~~Past President, Elizabeth “Lizz” Loop~~

Treasurer, Morgan Rodin

Secretary, Adriana Tallmadge

President Elect, Ian Joseph

### Chair Committee:

Legislative Committee, Rebekah Near

Charity Coordinator, Lucy Fausto

Affiliate Program Coordinator, Courtney Generaux-Olson

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

Education Chair, Ian Joseph

Meeting called to order by Lee Nichols at: \_10:02\_ AM

### President, Lee Nichols:

- Quorum established
- Has been getting calls from vendors asking to allow them to introduce themselves at meetings
- Proposed in person meetings again, Adriana to research with hotel we used to meet at. Going back and forth between a mix of in person and virtual
- Wants to send membership a catalog of our vendors in the Chapter every month. Waiting on info. from all companies to complete this.
- Wants to figure out a way to get more people looking at the website and our Facebook page
- 

### Melissa RVP:

- Joined meeting today to help Lee learn to lead the meeting
- Says in person and virtual combo for meetings has not worked for them. It encourages PM's to take the meeting from home as opposed to coming in.

### Past President, Lizz Loop:

### President Elect, Ian Joseph:

- Motion to approve February minutes, Lee 2<sup>nd</sup>. All were in favor

### Treasurer, Morgan Rodin:

- We have \$1100 in the bank, waiting on 2 more vendors payment

Charity Coordinator, Lucy Fausto

Affiliate Program Coordinator, Courtney Generaux-Olson

- Courtney will let all affiliate members know they will have introduction time at the membership meetings
- Has some vendors interested in Vendor Spotlight but nothing confirmed yet.

Chapter Marketing/Publications, Ryan Wong:

- Will be posting info. on March meeting today

Membership Coordinator, Maria Garcia

- Lee wants to confirm membership email addresses and phone numbers and confirm they are receiving our invites each month.

Continuing Education Coordinator, Lawton Coursey

- RHA will sponsor the Chris Benis CE Class. Having some issues going from in person to online. Will know more next month and report back .Cost will probably be \$15

Legislative Committee, Rebekah Near:

- Will get information on what the pierce county chapter does for vendors. They do a gift card drawing at meetings for vendors. Will report back what she finds out.

New Business:

- Lee set forth a motion to allow vendors 10-15 seconds intro at membership meetings, Morgan 2<sup>nd</sup> the motion and all were in favor.
- Legislative update from Ian, says moratorium will most likely be extended until a House bill is passed in April sometime.
- Drawings at membership meetings; 1<sup>st</sup> drawing will be for the vendors out of funds from the chapter. 2<sup>nd</sup> drawing will be from a vendor to the members.
- Lee set forth a motion to spend \$25 for a gift card per membership meeting for vendors, Ian 2<sup>nd</sup> and all were in favor.

Next Board Meeting: April 20<sup>th</sup> at 10am Via Zoom

Next Chapter Meeting: March 23<sup>rd</sup> @ 11am Via Zoom

Meeting adjourned at: \_\_10:40am\_\_

---

Submitted by Adriana G. Madrid, Secretary

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*advertise for business in any way that is not false, deceptive or otherwise illegal.*

**Board Members for 2022**

President, Ian Joseph

Past President, Lee Nichols

Treasurer, Morgan Rodin

Secretary, Taylor Harris

President Elect, Lawton Coursey

**Chair Committee:**

Legislative Committee, Jason Clifford

Affiliate Program Coordinator, Taylor Rauch

Chapter Marketing/Publications, Ryan Wong

Membership Coordinator, Maria Garcia

Continuing Education Coordinator, Lawton Coursey

Speaker Chair, Ian Joseph

Charity Chair, Dennica Bingham

### Chapter President, Chapter Leader

Ian Joseph  
100 2nd Ave S Ste 200,  
Edmonds, WA 98020  
[Get Directions](#)



Phone: 425-250-5559  
Fax: 425-279-8067  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter President Elect, Chapter Leader

Lawton Coursey  
100 2nd Ave S Ste 200,  
Edmonds, WA 98020  
[Get Directions](#)

Phone: 425-250-5559  
Fax: 425-279-8067  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter Past President, Chapter Leader

Lee Nichols  
8809 Roosevelt Way NE,  
Seattle, WA 98115  
[Get Directions](#)



Phone: 206-250-7367  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter Secretary, Chapter Leader

Adriana Gomez Madrid  
10615 SE 256th St., #201,  
Kent, WA 98030  
[Get Directions](#)



Phone: 800-755-5397  
Fax: 253-854-4831  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter Treasurer, Chapter Leader

Morgan Rodin  
8809 Roosevelt Way NE,  
Seattle, WA 98115  
[Get Directions](#)



Phone: 206-250-7367  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter Membership Chair, Chapter Leader, Chapter Mentorship-New Members

Maria Garcia  
10615 SE 256th St., #201,  
Kent, WA 98030  
[Get Directions](#)

Phone: 800-755-5397  
Fax: 253-854-4831  
[Send Email](#)  
[Refer a Client Lead to Member](#)

### Chapter Legislative Chair, Chapter Leader

Andrew Ankrum  
100 2nd Ave S Ste 200,  
Edmonds, WA 98020  
[Get Directions](#)

Phone: 425-250-5559  
Fax: 425-279-8067  
[Send Email](#)  
[Refer a Client Lead to Member](#)

# King County NARPM Board Election for 2021



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → **ANALYZE RESULTS** → PRESENT RESULTS

RULES  
+ FILTER + COMPARE + SHOW

RESPONDENTS: 18 of 18

ADD TO DASHBOARD

SAVE AS

**QUESTION SUMMARIES**

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES

## Your feedback is important to us

Thank you! We read every response. [Privacy notice](#)

Do the analyze visualizations and tools help you gather data insights from your survey?

Yes

No

Finish

Page 1

Q1

Save as

## President Elect

Answered: 5 Skipped: 13

**RESPONSES (5)**

WORD CLOUD

TAGS (0)

Sentiments: OFF

NEW!

Introducing Sentiment Analysis  
Detect the feeling and sentiment behind written responses.

Watch a demo

Try it!

Premier plan only

UPGRADE

Apply to selected

Filter by tag

Search responses

Showing 5 responses

Kelly Tollifson  
10/19/2020 1:04 PM

[View respondent's answers](#) [Add tags](#)

Lizz  
10/16/2020 7:35 PM

[View respondent's answers](#) [Add tags](#)

Jesus  
10/16/2020 7:07 PM

[View respondent's answers](#) [Add tags](#)

Yer Mom  
10/16/2020 7:04 PM

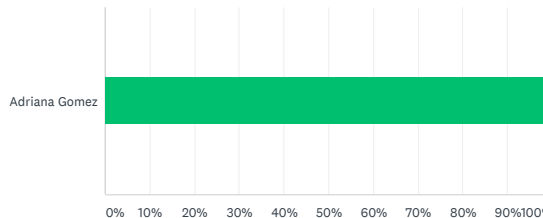
[View respondent's answers](#) [Add tags](#)

Q2

Customize Save as

## Secretary

Answered: 17 Skipped: 1



ANSWER CHOICES

Adriana Gomez

TOTAL

[Comments \(1\)](#)

RESPONSES

100.00%

17

17

Q3

Customize Save as

## Treasurer

Answered: 17 Skipped: 1



**Your feedback is important to us**

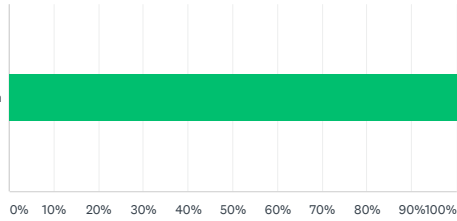
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- Yes
- No

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Morgan Rodin



ANSWER CHOICES

▼ Morgan Rodin

TOTAL

[Comments \(1\)](#)

RESPONSES

100.00%

17

17

Q4



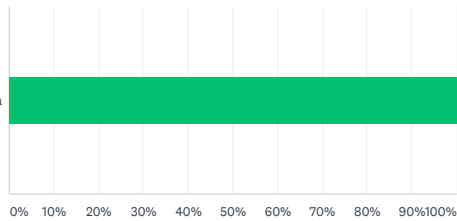
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### Membership Coordinator

Answered: 17 Skipped: 1

Maria Garcia



ANSWER CHOICES

▼ Maria Garcia

TOTAL

[Comments \(1\)](#)

RESPONSES

100.00%

17

17

Q5



Save as ▼

### Legislative Coordinator

Answered: 4 Skipped: 14

[RESPONSES \(4\)](#)

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Jim Henderson

10/19/2020 1:18 PM

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James

10/16/2020 7:35 PM

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Pink Floyd

10/16/2020 7:07 PM

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Yer Dad

10/16/2020 7:04 PM

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Q6



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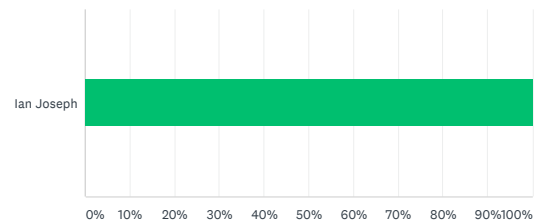
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 No

[Finish](#)

### Education Chair

Answered: 16 Skipped: 2



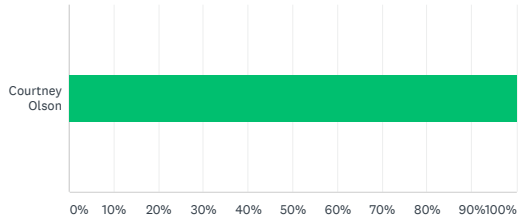
ANSWER CHOICES	RESPONSES
▼ Ian Joseph	100.00%
<b>TOTAL</b>	<b>16</b>
<a href="#">Comments (1)</a>	

Q7

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### Affiliate Program Coordinator

Answered: 17 Skipped: 1



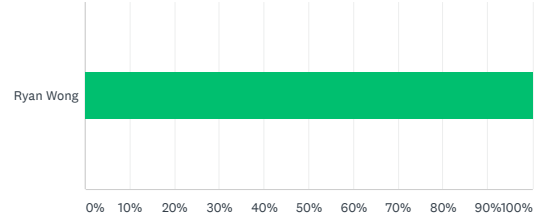
ANSWER CHOICES	RESPONSES
▼ Courtney Olson	100.00%
<b>TOTAL</b>	<b>17</b>
<a href="#">Comments (1)</a>	

Q8

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### Chapter Marketing

Answered: 15 Skipped: 3



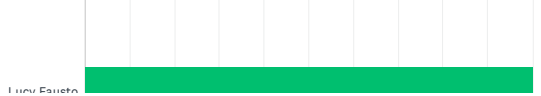
ANSWER CHOICES	RESPONSES
▼ Ryan Wong	100.00%
<b>TOTAL</b>	<b>15</b>
<a href="#">Comments (2)</a>	

Q9

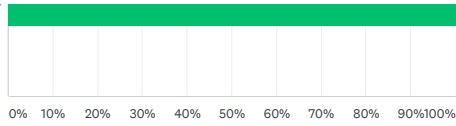
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### Charity Coordination Chair

Answered: 16 Skipped: 2



Lucy Fausto



ANSWER CHOICES

▼ Lucy Fausto

TOTAL

[Comments \(2\)](#)

▼ RESPONSES

100.00%

16

16

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