

2016 Chapter Compliance

User: sheiliamclaughlin@johnlscott.com

2016 Chapter Compliance

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

Chapter:

C015

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

Yes

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

Bylaws Upload

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

4

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

4. Upload a copy of your current year budget:

2017 approved budget.pdf

5. List number of membership meetings:

12

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JANUARY CHAPTER MEETING

NARPM
National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Soup & Salad Buffet

\$25 for Members
w/reservations

\$35 for Non-Members
Or Members with
No reservations

Cash, Check, Credit Card
Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA, 98109


**January 26th 2016
Legislation Update with
Julie Johnson**

The Legislature will convene for a Regular Session on January 11, 2016. Last year the Legislature had three special sessions and barely avoided a government shut down. Legislators could not agree on a budget. The legislature will once again be divided. What does this mean for the rental housing industry? This division will prove difficult for both tenant and landlord advocates to enact legislation that is opposed by the other side. So what strategy should the industry adapt? How will the industry counteract the tenant advocates demands for tenant screening reform, rent control and making Section 8 a protected class across the state. Come hear and learn about the legislation that affects the rental housing industry!!

Please make your reservations on the monthly Exite. If you did not receive the Exite, contact Michael at mschultz@johnlscott.com


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FEBRUARY CHAPTER MEETING



February 23rd 2016
3 Hour Clock Hour Class
The Future: Predicting, Possibilities and Preparing for Changes in the New Year With Natalie Danielson

Natalie will discuss the latest changes that affect the way we communicate and connect with our prospective clients and how we manage information and build our business. In the real estate industry, the average real estate agent is a baby boomer heading toward retirement. Over 60 % of the home buyers, though, are Generation X and Y. In order to keep up and succeed we need to listen to predictions, be open to possibilities, and prepare for the changes on the horizon. Join us as Natalie focuses on what real estate agents need to do to prepare for the future.



National Association of Residential Property Managers

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
BBQ Salmon & Beef Stroganoff

\$25 for Members w/reservations

\$75 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$85 Non-Members w/class


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

Please make your reservations on the monthly Evite. If you did not receive the Evite, contact Michael at mschutz2@johnscott.com

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MARCH CHAPTER MEETING



March 22nd 2016
What's Your Risk? Understanding Cyber Liability and Your Company with Vicky Methvyn

Data Breach is real and it's everywhere. Are you truly prepared to deal with it when it happens to your company? Vicky Methvyn from LegalShield will be discussing just what you need to know.

Vicky Methvyn is an licensed insurance agent representing LegalShield & Identity Theft Shield. She have been an active National & Local NARPM participant working with property managers to help make better decisions in running their businesses. Join Vicky as she will help you prepare any future threats to your company.



National Association of Residential Property Managers

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Downhome Buffet
Golden Fried Chicken & Homemade Swiss Steak

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations

Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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APRIL CHAPTER MEETING



April 26th 2016
Real Estate and Rental Trends
With Skylar Olsen

Skylar graduated with her PhD in Economics from the University of Washington in 2013 and is the Senior Economist for Zillow. She investigates the cross-sectional relationships between home values and community features including school quality and walkability. Her research is used by consumers, policy makers, and other researchers to understand real estate markets and make better decisions. Skylar is the author of "A House Divided" and "How Race Colors the Path to Homeownership". Join us as Skylar discusses the Seattle rental market



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Taco/Fajita Bar
(Fajita Beef Strips & Grilled Mahi Mahi)

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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MAY CHAPTER MEETING



May 24th 2016
3 Hour Clock Hour Class
"Code of Ethics" With
Suzanne Cameron MPM, RMP

The May King County Chapter Meeting will feature Suzanne Cameron instructing a 3 Hour CE Ethics Class. It is a review of the articles and standards of professionalism for NARPM, and our industry. Those attending will review case studies and learn about NARPM's Professional Standards Committee that processes complaints relating to member violations of the Code of Ethics. We will review how a member responds to a complaint, the penalties that may be imposed on members who are determined by the committee to have violated the code and the appeal process.

Suzanne is the President and Broker of Around The Clock, Inc. She was the founding member and first president of the King County Chapter. She was a National Designation Instructor from 2001 through 2015.



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Deli Buffet

\$25 for Members w/reservations

\$50 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$70 Non-Members w/class


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

Please make your reservations on the monthly Evite. If you did not receive the Evite, contact Michael at mschutz2@johniscott.com

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JUNE CHAPTER MEETING



June 28th 2016
3 Hour Clock Hour Class
"Difficult People vs Winning Attitude" With Vickie Gaskill MPM, CPM

Vickie will explain why people are difficult. We'll discuss generational differences and how they impact our interactions. We'll look at Identifying attitude, why a good one is important as it affects our relationships with others, and how to construct a positive attitude and self-image using some specifically designed tools and techniques.

Vickie's career in property management began over 36 years ago. She has earned her MPM, CPM, RMP, and ARM. Her company is an AMO and CRMC. Vickie was the 2010 National President and serves as an instructor on the National Faculty for the Institute of Real Estate Management (IREM) and NARPM.



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:00 pm
Lunch served at 11:30 AM

Lunch Menu:
Asian Buffet

\$25 for Members w/reservations

\$70 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$85 Non-Members w/class


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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JULY CHAPTER MEETING



July 26th 2016

Attorney Evan Loeffler will speak on Evictions: Guidelines for Landlords and Property Managers. Evan will discuss the outlines of the evictions process, including termination notices required, "just cause" rules, lawsuit documents and physical evictions. Evan will explain these steps to evictions and also discuss the basics on Tenant/Landlord law.

Evan Loeffler is the principal at the Loeffler Law Group PLLC in Seattle. Mr. Loeffler's practice emphasizes landlord-tenant relations and real estate litigation. He is the author of the chapter on landlord-tenant law in the annually published Washington Lawyers Practice Manual and he is on the faculty for several CLE programs including "Advanced Commercial Leases" and "Eviction and Landlord/Tenant Law in Washington."



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Chicken Cordon Bleu and White Wine Poached Salmon

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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AUGUST CHAPTER MEETING




HOMEOWNERS INSURANCE
Protecting what's essential

AUGUST 23RD 2016
Homeowner & Renter Insurance
Panel Discussion with Ryan Wong & Scott Sypher

Join Ryan Wong with Whitcomb Insurance Agency & Scott Sypher, AAI with Griffin MacLean Insurance Brokers as we discuss the benefits of having insurance on your properties. Ryan & Scott will explain renters insurance, damage caused by pet damage, why additional insured on an owners policy is necessary, why you should have an Umbrella policy. Come ask the experts and get all your questions answered.

Ryan has been with Whitcomb since 2013 and is a graduate of Gonzaga University. He enjoys helping people protect their home, auto, business, life and other insurance needs.

Scott is a commercial insurance expert with Griffin MacLean Insurance. Scott is a graduate of Pacific Lutheran University and has a passion for working with businesses to properly protect themselves and minimize costs.



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
BBQ Buffett:
Slow Cooked BBQ Ribs & Succulent Beef Brisket

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations

Cash ,Check, Credit Card Accepted at the Door \$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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SEPTEMBER CHAPTER MEETING



SEPTEMBER 27TH 2016
3 Hour Clock Hour Class
Service & Companion Animals
Roy Gadley

The September King County Chapter Meeting will feature Roy Gadley from Cascade Real Estate School instructing a 3 Hour CE Class on the difference between assistive/companion and service animals. Roy will be instructing on the policies & addendums for companion and service animals, reasonable accommodations and guidelines for property managers & staff. The class will learn HUD compliance guidelines, federal, state and local Fair Housing Laws. Roy will explain the difference between each, the rules for assistive/companion & service animals and the removal of an animal that becomes disruptive or aggressive. Roy will discuss how to develop company policies to assist property managers and staff.



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Chicken Marsala & Roast Pork Loin

\$25 for Members w/reservations

\$75 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$90 Non-Members w/class


Cash ,Check, Credit Card Accepted at the Door \$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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OCTOBER CHAPTER MEETING



OCTOBER 25TH 2016
Emergency Preparedness & Disaster Recovery with Ernie Dittmann

The October King County Chapter Meeting will feature Ernie Dittmann from ServiceMaster of Tacoma speaking on what a property manager can do to become prepared in the event of a disaster and how to recover when a disaster affects one of your rentals. He will discuss the protocols, detail steps to recovery and using specialized services to assist with recovery.

Ernie Dittmann serves as the Sales & Marketing Manager for ServiceMaster of Tacoma. Ernie works with residential, small business owners, large corporations and municipalities helping them mitigate and restoration for damage. Ernie is a certified instructor for both Insurance Professionals and Real Estate Professionals in the state of Washington



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Italian Buffet:
Chicken Parmesan & Meat Lasagna

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations


Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

Please make your reservations on the monthly Evite. If you did not receive the Evite, contact Michael at mschutz2@johniscott.com

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NOVEMBER CHAPTER MEETING



NOVEMBER 29TH 2016
DISPARATE IMPACT WITH JEANA K. POLONI

The November King County Chapter Meeting will feature Jeana Poloni from The Loeffler Law Group speaking on Disparate Impact. She will cover the differences between Disparate impact and Disparate Treatment which both refer to discriminatory practices. Join us as Jeana will help you change your policies, practices, and procedures to avoid a Disparate Impact claim

Jeana Poloni law degree cum laude graduate from Gonzaga University. She joined the Loeffler law firm in 2011. Her practice emphasizes residential and commercial landlord-tenant litigation, housing discrimination complaint defense and real estate litigation. She is a regular speaker and author on topics related to fair housing and landlord-tenant law



National Association of Residential Property Managers
KING COUNTY CHAPTER

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
London Broil and Roasted Turkey

\$25 for Members w/reservations

\$35 for Non-Members Or Members with No reservations

Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

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**KING COUNTY VENDOR
FAIR/HOLIDAY PARTY!!**



VENDOR FAIR/CHRISTMAS PARTY

SILENT AUCTION

RAISE THE PADDLE

BENEFITTING: MARY'S PLACE

**Tis the Season for Year End Cheer!!
Dress up for the Holidays to show how
much we appreciate our Vendors!!**

**Come join us for food, networking and
prizes as we wrap up 2016 with a
Holiday themed Vendor Fair put on by
our Awesome Partners AND Prizes
awarded for best booth and attire.**

**This years "Raise the Paddle" for Charity
will benefit Mary's Place which
empowers homeless women, children
and families to reclaim their lives by
providing shelter, nourishment, healing
and hope in a safe community.**

**11:00 AM to 1:30 pm
Lunch served at 11:30 AM**

**Lunch Menu:
Roast Pork Loin and
London Broil Tenderloin**

**\$25 for Members
w/reservations**

**\$35 for Non-Members
Or Members with
No reservations**

**Cash ,Check, Credit Card
Accepted at the Door
\$15 to be invoiced**

**Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109**

Please make your reservations on
the monthly Invite. If you did not
receive the Invite, contact Michael
at mschultz@johvicott.com

6. List number of board meetings:

12

Copy of Minutes

1 NARPM KC letterhead January 2016 minutes.docx

Copy of Minutes

2 NARPM KC letterhead February 2016 minutes.docx

Copy of Minutes

3 NARPM KC letterhead March 2016 minutes.docx

Copy of Minutes

4 NARPM KC letterhead April 2016 minutes.docx

Copy of Minutes

5 NARPM KC letterhead May 2016 minutes.docx

Copy of Minutes

6 NARPM KC letterhead June 2016 minutes.docx

Copy of Minutes

7 NARPM KC letterhead July 2016 minutes (002).docx

Copy of Minutes

8 NARPM KC letterhead August 2016 minutes.docx

Copy of Minutes

9 NARPM KC letterhead September 2016 minutes.docx

Copy of Minutes

10 NARPM KC letterhead October 2016 minutes.docx

Copy of Minutes

11 NARPM KC letterhead November 2016 minutes.docx

Copy of Minutes

12 NARPM KC letterhead December 2016 minutes.docx

7. Does your chapter charge dues?

No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included?

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

10

Do you want to apply for Chapter Excellence as well?

Yes



National Association of Residential Property Managers

2016 Chapter Excellence Award Application

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

Chapter Number and Name:

C015

Is this a New Chapter formed within the last 18 months?

No

Number of chapter members at time of Application (excluding affiliates):

72

Total Points from Application:

84

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

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

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

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

E-mail questions to one of the volunteers: kdm@partnersmgmt.com

Or phone: 404-876-8700 (Eastern Time Zone)

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

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

Notes to All Applicants:

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

Application Questions:

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

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

Professional Members:

37

Associate Members:

28

Support Staff Members:

5

Life Members:

2

Combined Total Number of Members:

72

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

Members List Upload

king county members.csv

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

Yes

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

Total Points:

2

Number of New Members added to Chapter:

7

New Member Growth:

2=10-14%

New Members Upload

chapterroster022417.csv

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

Total Points:

0

Membership Retention:

Membership Retention Upload

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

Total Points:

5

Affiliate Members:

5

Affiliate Members Upload

Affiliates - King County Chapter.pdf

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

Total Points:

0

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

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

Total Points:

4

Number of Community Service Projects Provided:

4

Evidence of Community Service Upload



Evidence of Community Service Upload



Evidence of Community Service Upload



7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s) (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

0

Number of Participating Members:

Participating Members Upload

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

Total Points:

5

Percentage of Members in Attendance:

5=20-24%

Membership Attendance

Copy of Convention Registrations.xlsx

Membership Attendance

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

Total Points:

0

Percentage of Members in Attendance:

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

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

Total Points:

0

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

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

Total Points:

0

Percentage of New Members Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

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

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

Total Points:

0

Number of Chapter-Sponsored Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

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



Total Points:

12

Number of Chapter-Sponsored Educational Course(s):

8

Chapter-Sponsored Educational Course Upload


MARCH CHAPTER MEETING	 <small>National Association of Residential Property Managers</small> KING COUNTY CHAPTER
	<p>11:00 AM to 1:30 pm Lunch served at 11:30 AM</p> <p>Lunch Menu: Downhome Buffet Golden Fried Chicken & Homemade Swiss Steak</p> <p>\$25 for Members w/reservations</p> <p>\$35 for Non-Members Or Members with No reservations</p> <p>Cash ,Check, Credit Card Accepted at the Door \$15 to be invoiced</p> <p>Best Western Executive Inn 200 Taylor Ave N Seattle, WA. 98109</p> <p><small>Please make your reservations on the monthly Exite. If you did not receive the Exite, contact Michael at mschutz@johnscott.com</small></p>
<p>March 22nd 2016</p> <p>What's Your Risk? Understanding Cyber Liability and Your Company with Vicky Methvyn</p> <p>Data Breach is real and it's everywhere. Are you truly prepared to deal with it when it happens to your company? Vicky Methvyn from LegalShield will be discussing just what you need to know.</p> <p>Vicky Methvyn is an licensed insurance agent representing LegalShield & Identity Theft Shield. She have been an active National & Local NARPM participant working with property managers to help make better decisions in running their businesses. Join Vicky as she will help you prepare any future threats to your company.</p>	

Chapter-Sponsored Educational Course Upload

MAY CHAPTER MEETING	 <small>National Association of Residential Property Managers</small> KING COUNTY CHAPTER
 <p>Code of Ethics</p> <p>May 24th 2016</p> <p>3 Hour Clock Hour Class "Code of Ethics" With Suzanne Cameron MPM, RMP</p> <p>The May King County Chapter Meeting will feature Suzanne Cameron instructing a 3 Hour CE Ethics Class. It is a review of the articles and standards of professionalism for NARPM, and our industry. Those attending will review case studies and learn about NARPM's Professional Standards Committee that processes complaints relating to member violations of the Code of Ethics. We will review how a member responds to a complaint, the penalties that may be imposed on members who are determined by the committee to have violated the code and the appeal process.</p> <p>Suzanne is the President and Broker of Around The Clock, Inc. She was the founding member and first president of the King County Chapter. She was a National Designation Instructor from 2001 through 2015.</p>	<p>11:00 AM to 1:30 pm Lunch served at 11:30 AM</p> <p>Lunch Menu: Deli Buffet</p> <p>\$25 for Members w/reservations</p> <p>\$50 for Members w/class</p> <p>\$35 for Non-Members Or Members with No reservations</p> <p>\$70 Non-Members w/class</p> <p>Cash ,Check, Credit Card Accepted at the Door \$15 to be invoiced</p> <p>Best Western Executive Inn 200 Taylor Ave N Seattle, WA. 98109</p> <p><small>Please make your reservations on the monthly Exite. If you did not receive the Exite, contact Michael at mschutz@johnscott.com</small></p>


Chapter-Sponsored Educational Course Upload

JUNE CHAPTER MEETING



National Association of Residential Property Managers
KING COUNTY CHAPTER

How to Handle Difficult People



June 28th 2016
3 Hour Clock Hour Class
"Difficult People vs Winning Attitude" With Vickie Gaskill MPM, CPM

Vickie will explain why people are difficult. We'll discuss generational differences and how they impact our interactions. We'll look at identifying attitude, why a good one is important as it affects our relationships with others, and how to construct a positive attitude and self-image using some specifically designed tools and techniques.

Vickie's career in property management began over 36 years ago. She has earned her MPM, CPM, RMP, and ARM. Her company is an AMO and CRMC. Vickie was the 2010 National President and serves as an instructor on the National Faculty for the Institute of Real Estate Management (IREM) and NARPM.

11:00 AM to 1:00 pm
Lunch served at 11:30 AM

Lunch Menu:
Asian Buffet

\$25 for Members w/reservations

\$70 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$85 Non-Members w/class

Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

Please make your reservations on the monthly Evite. If you did not receive the Evite, contact Michael at mschutz2@johniscott.com

Chapter-Sponsored Educational Course Upload

SEPTEMBER CHAPTER MEETING



National Association of Residential Property Managers
KING COUNTY CHAPTER



SEPTEMBER 27TH 2016
3 Hour Clock Hour Class
Service & Companion Animals
Roy Gadley

The September King County Chapter Meeting will feature Roy Gadley from Cascade Real Estate School instructing a 3 Hour CE Class on the difference between assistive/companion and service animals. Roy will be instructing on the policies & addendums for companion and service animals, reasonable accommodations and guidelines for property managers & staff. The class will learn HUD compliance guidelines, federal, state and local Fair Housing Laws. Roy will explain the difference between each, the rules for assistive/companion & service animals and the removal of an animal that becomes disruptive or aggressive. Roy will discuss how to develop company policies to assist property managers and staff.

11:00 AM to 1:30 pm
Lunch served at 11:30 AM

Lunch Menu:
Chicken Marsala & Roast Pork Loin

\$25 for Members w/reservations

\$75 for Members w/class

\$35 for Non-Members Or Members with No reservations

\$90 Non-Members w/class

Cash ,Check, Credit Card Accepted at the Door
\$15 to be invoiced

Best Western Executive Inn
200 Taylor Ave N
Seattle, WA. 98109

Please make your reservations on the monthly Evite. If you did not receive the Evite, contact Michael at mschutz2@johniscott.com

- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload
- Chapter-Sponsored Educational Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable

flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points:

0

Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association:
Applicable Flyer/ Other Demonstrative Information Upload
Applicable Flyer/ Other Demonstrative Information Upload

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

Total Points:

6

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:

6

Copy of Meeting Agenda Upload
1- NARPM Mbr mtg Agenda January 2016.doc
Copy of Meeting Agenda Upload
2- NARPM Mbr mtg Agenda February 2016.doc
Copy of Meeting Agenda Upload
3- NARPM Mbr mtg Agenda Mar 2016.doc
Copy of Meeting Agenda Upload
4 NARPM Mbr mtg Agenda April 2016.doc
Copy of Meeting Agenda Upload
5 NARPM Mbr mtg Agenda May 2016.doc
Copy of Meeting Agenda Upload
6 -NARPM Mbr mtg Agenda June 2016.doc

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

Total Points:

3

Percentage of Candidates as of December 31:

3=15%+

RMP MPM Designations Upload
#16 and 17 Highlighted designations.csv

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

Total Points:

2

Percentage of Candidates as of December 31:

2=1-14%

CRMC Designations Upload

#16 and 17 Highlighted designations.csv

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

Total Points:

2

Percentage of Members with RMP/ MPM Designations:

2=1-14%

Member List with RMP/ MPM Designations Upload

#16 and 17 Highlighted designations.csv

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

Total Points:

2

Percentage of CRMC Companies as of December 31:

2=1-14%

Member Companies who hold CRMC Designation Upload

#16 and 17 Highlighted designations.csv

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

Total Points:

1

Percentage of Members holding certifications as of December 31:

1=1-14%

List of CSS, CMC, CRMB Certified Members Upload

#16 and 17 Highlighted designations.csv

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

Total Points:

1

Percentage of Candidates as of December 31:

1=1-7%

Members who are Candidates for the CSS, CMC, CRMB Upload
#16 and 17 Highlighted designations.csv

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

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

Total Points:

0

Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other Demonstrative Information

Name of Event

Date of Event

Copy of Applicable Flyer/ Other Demonstrative Information

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

Total Points:

12

Number of Newsletters:

12

Newsletter Upload

King County Chapter of NARPM added a new photo.
Jan 19, 2016 at 4:45pm

LEGISLATIVE DAY ON THE HILL
Wednesday, February 3
RHA Members - FREE!

Event Details
February 3rd
12:00 - 8:30pm

With Charities Training or Online
T (206) 852-1855 | events@rhapac.org
rhapac.org/events

Sponsorship available!

1 Share

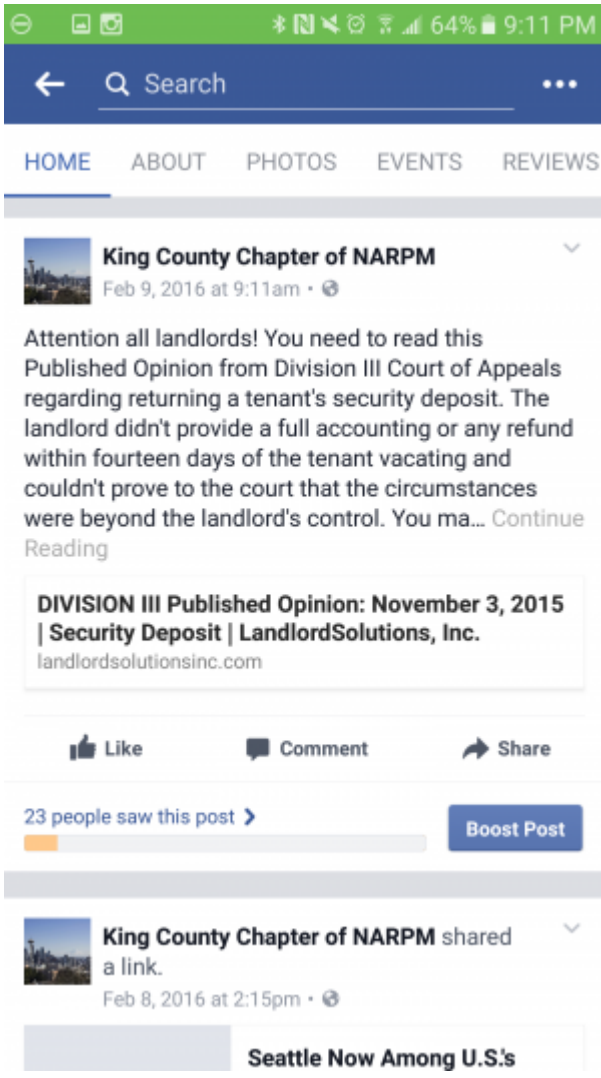
Like Comment Share

111 people saw this post

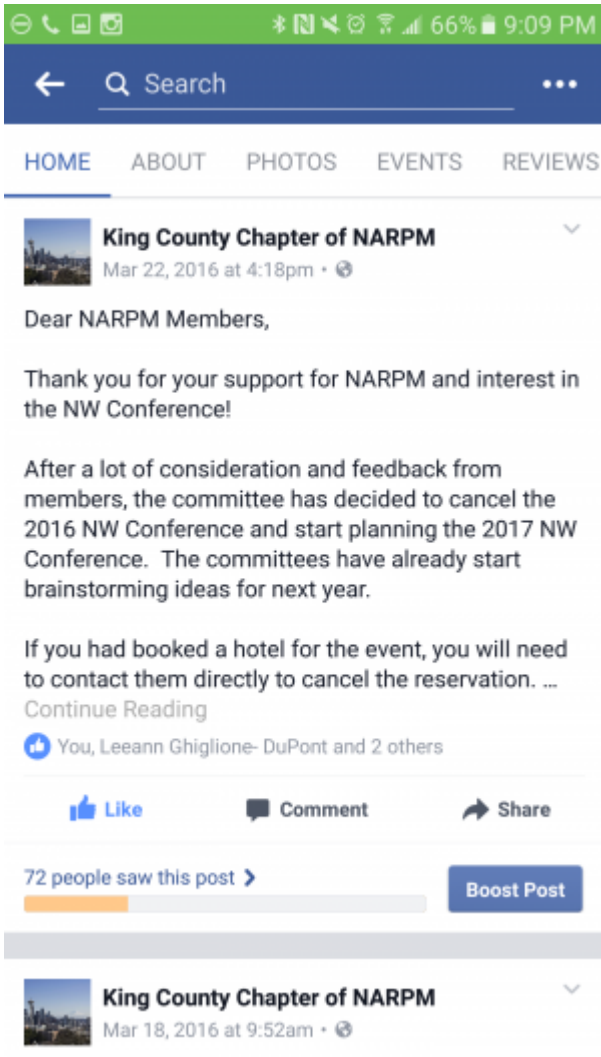
Boost Post

King County Chapter of NARPM updated their cover photo.

Newsletter Upload



Newsletter Upload



Newsletter Upload



Newsletter Upload

King County Chapter of NARPM shared KIRO 7 News's post.
May 18, 2016 at 5:34pm

FYI

KIRO 7 News
May 18, 2016 at 3:18pm

Should a rent increase be delayed if a landlord has not fixed defective conditions?

Natasha Chen reports how the city would make sure such a rule could be enforced. >> kiro.tv/RentIncreaseDelay

Rule could delay rent increase if defective conditions
kiro7.com

King County Chapter of NARPM

Like Comment Share

24 people saw this post > Boost Post

Newsletter Upload

King County Chapter of NARPM
Jun 8, 2016 at 7:29am · 🌐

Complete these two items today or you may pay a \$100 fine

ordSol Complete these two items today or you may pay a \$100 fine
YC us4.campaign-archive1.com
dlordsolution

Leeann Ghiglione- DuPont 1 Share

Like Comment Share

17 people saw this post > Boost Post

King County Chapter of NARPM
Jun 7, 2016 at 9:08am · 🌐

Seattle City Council bans rent increases in properties with violations. Do you agree with this new law?

Do you agree with the new

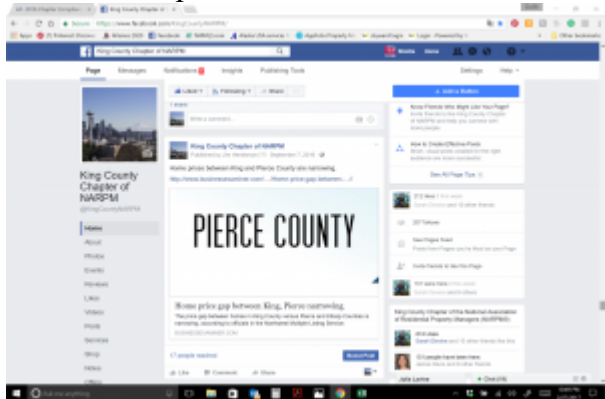
Newsletter Upload



Newsletter Upload



Newsletter Upload



Newsletter Upload



Newsletter Upload



Newsletter Upload



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

Total Points:
0

Number of Marketing Efforts:
Program Outreach Upload
Program Outreach Upload

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

Total Points:

20

Membership Committee:

4

Membership Committee Upload

King County NARPM Committee Agenda.docx

Education/Designation Committee:

4

Education/Designation Committee Upload

King County NARPM Committee Agenda.docx

Legislative/Governmental Affairs Committee:

4

Legislative/Governmental Affairs Committee Upload

King County NARPM Committee Agenda.docx

Meeting/Program Committee:

4

Meeting/Program Committee Upload

King County NARPM Committee Agenda.docx

Community Service Committee:

4

Community Service Committee Upload

King County NARPM Committee Agenda.docx

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

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

Total Points:

4

Number of Efforts to Pass or Defeat a Legislative Issues:

4

Copy of Issue/ Other Documentation Upload



Copy of Issue/ Other Documentation Upload

#26 pairing with RHA.pdf

Copy of Issue/ Other Documentation Upload

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

Total Points:

3

Percentage of Members who Contribute at Least \$25 to the NARPM PAC

3=11-15%

List of Contributors Upload

#27 NARPM PAC.xlsx

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

Total Points:

0

Hosted or Participated in NARPM State Day on the Hill:

Flyer/ Information Promoting the Event Upload

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

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

Total Points:

1

Percentage of Members Volunteering:

1=1-14%

List of Volunteers Upload

list of members on local state and national boards.docx

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

Total Points:

0

Percentage of Members in Attendance:

Attendee List Upload

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

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

This year we became more active in our communities. We took on City Hall fighting for Landlords rights. We partnered with Mary's Place to help house the homeless. We added members and had fabulous classes which attracted more members. We provide accountability for our members and even for Property Managers who aren't

members. We partnered with other NW region chapters to put together a Regional Conference, and when that didn't come together we regrouped and focused on a State Chapter. We formed friendships and networks that help each of us and our businesses to grow.

Total Points from Application:

84

Form Completed By:

Susan Willadsen/Sheilia McLaughlin

Chapter Title:

President Elect/Community Outreach Chair

Phone Number:

253-246-2962/253-886-0925

E-mail Address:

sheiliamclaughlin@johnlscott.com



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

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning **2016-01-01** and ending **2016-12-31****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****D** Employee Identification
Number **91-2080681****10615 SE 256th St Ste 201,
Kent, WA, US, 98030****E** Website:**F** Name of Principal Officer: **Margene Alex****10615 SE 256th St Ste 201,
Kent, WA, US, 98030**

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 2017 Budget

Income	2017 Approved Budget	
Monthly Luncheon	\$	12,000.00
Raffle	\$	1,500.00
Vendor Affiliate Dues	\$	3,500.00
New Vendor Dues	\$	2,000.00
NARPM HQ Contributions	\$	1,000.00
Table Sponsorship	\$	1,000.00
Education Income	\$	2,000.00

\$ 23,000.00

Expense		
Luncheon	\$	13,200.00
Gifts & Tips	\$	200.00
Education/Speakers	\$	2,000.00
Office Supplies /Conf Calls/Board Mtgs	\$	300.00
Donations	\$	1,700.00
IRS/Secretary of State	\$	10.00
Entertainment	\$	300.00
Pres & Member Reimb for Nat'l (Jan)	\$	4,000.00

\$ 21,710.00

\$ 1,290.00



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-April 12th, 2016-Teleconference

In Attendance:

Sheilia McLaughlin, Charity
Ernie Dittmann, Member Chair
Jim Henderson, Legal Chair
Michele Rozinek, President
Dawn Hardley, Treasurer
Michael Schultz, Secretary
Alyssa Ritchie, Committee at large

Absent:

Bob Gregor, Vendor Chair
Sarah Laidler, President Elect.
Kassandra Rose, Past President

Meeting called to order by Michele Rozinek at 10:02 AM

Secretary's Report: Michael emailed Board Minutes for March to all members before the meeting. Minutes were voted on and approved. Evite for April meeting emailed to all members the first week of the month. The Monthly Flyer was emailed on next week. So far, we have a good response. Michael has been corresponding with 2 new vendors, ServPro of Central Seattle and Don Leland with Eastside Exterminators. Michael forwarded on the information to Bob Gregor, Vendor Chair.

Treasurer Report: Dawn will email March Financial Reports to Michele. Dawn was concerned that she received (2) Non-Sufficient Funds checks in the last couple months. Michele will contact the chapter's vendor affiliate and Michele will contact Leeann Ghiglione regarding the check for the NW Conference vendor affiliate.

Vendor Chair: Bob Gregor was absent. Bob has responded to Michaels emails about the (2) potential organizations joining the chapter. It was discussed by the board whether to put a "cap" on types of vendors within the same industry that joins the King County Chapter. The board would not like to establish a cap at this time. The board will re-evaluate this option in the future.

Legislature: Jim Henderson has stated the (2) Legislature bills that passed, Portable Screening Reports and 21 Days for Move out Disposition Reports were signed and go into effect June 9th 2016.

NW Conference Update: The Northwest NARPM Conference has been cancelled this year.

Charity Chair: Sheila McLaughlin has given Michael the April charity needs for Mary's Place. The charity has requested undergarments for all ages. Michael has included on the April Meeting invite. Michael will also put a note to all members on the monthly flyer.

Sheila has a donation link setup with Amazon called "Amazon wish link" to donate items online for Mary's Place. Sheila will have the link uploaded on the King County NARPM & Facebook websites.

Mary's Place will be have a luncheon 11:30 May 3rd at the Seattle Exhibition Center for those wishing to find out more about this charity. There are currently 4 open seats for people to participate in this event. Sheila will post on the website.

Speaker/Education: Kassandra was absent. Michele has been working on the remainder of the speakers for the year. Michele currently has all months completed except for August and November. Kassandra was to have Evan Loeffler speak in August and an Insurance Broker speaking on "Insurance Policy's & Liability Claims. Michele will contact Kassandra and confirm the speakers.

Michele has contacted National and a 3 hour clock hour class was approved. National will send out a flyer and sign-up sheet for the event. The board has approved the flyer which was emailed by Michele. The costs will remain unchanged. Susan Cameron will be the instructor for the class in May.

Membership Chair: Ernie Dittmann will be contacting members and encourage them to participate in the upcoming meetings. Michael provided Ernie with a list of Chapter members and will contact 4-5 members each month.

Committee at Large: Alyssa & Michele have completed the local NARPM By- Laws for the chapter. The board approved all the changes.

New Business: Michele has asked if the chapter needs a newsletter again. It was suggested that we continue to update our members with the chapters Facebook site. Jeremy Tunnell from Rent Ready has shown interest in providing assistance on creating a newsletter. Michele will need to follow up with Jeremy on this.

Next Board Meeting: Tuesday, May 10th, 2016 Teleconference

Next Membership Meeting: Tuesday, April 26th, 2016

Meeting adjourned at 10:39 AM

Submitted by Michael Schultz, Secretary

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



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-August 9th 2016-Teleconference

In Attendance:

Kasey Medina, National Website Chair
Dawn Hardley, Treasurer
Bob Gregor, Vendor Chair
Ernie Dittmann, Member Chair
Michele Rozinek, President
Dawn Hardley, Treasurer
Michael Schultz, Secretary
Alyssa Ritchie, Committee at large
Sarah Laidler, President Elect
Kassandra Rose, Past President
Margene Alex, Observer

Absent:

Jim Henderson, Legal Chair
Sheilia McLaughlin, Charity

Meeting called to order by Michele Rozinek at 10:00 AM

Secretary's Report: Michael emailed Board Minutes for June & July to all members before the meeting. Minutes were voted on and approved. Michael has been training Alyssa on the monthly evite and Alyssa has emailed to all members. The Monthly Flyer will be emailed by August 12th all members. Michael and Alyssa have been working on the evite & flyer for September and October. Michael will email August, September and October to Kasey to input into the Chapter Website. Michael wanted to confirm the clock hour class costs for members and non-members. It was determined that members will pay \$45.00 and non-members \$55.00 for clock hour class in September. Michele will contact Roy Gadley to determine his cost for teaching the class. For November, Michael will contact Patricia with Best Western to confirm availability of November 29th for meeting due to conflict with hotel.

Treasurer Report: Michele passed along to Dawn that she has sent several checks to her for deposit into our NARPM account. One was from the Idaho Chapter and the other from NARPM National for reimbursement of the ethics class

Charity Chair: Sheilia was absent from the meeting. Sheilia did pass on to Michele that she would get a list of items from Mary's Place and pass along the information to Michael to input into the monthly flyer. Michele and Sheilia have been working on a date that might work for a charity event. Sheilia has suggested an event to prepare food and serve the homeless. Michele will pass on the information to Sheilia for a potential time and date. It was suggested by Bob & Ernie that November would be a good time to have a "Food Drive" event for Mary's Place. All members would be encouraged to bring in something during our November meeting.

Membership Chair: Ernie did not have any new information.

Speaker/Education: Kassandra was to confirm the speaker for the November meeting. It will be on the "Foreclosure Process". The speaker will discuss the process itself, what are the rights of an owner and tenants during a foreclosure. Once Kassandra confirms the speaker, she will email Michael with a course description, bio and picture of the speaker. Bob has inquired about the December Vendor Fair meeting and if there would be an event theme. It was suggested that we have a "Holiday" Dress up theme.

Legislative Report: Jim Henderson was absent. Michele informed the chapter of a recent change in the city of Seattle concerning renters. The city council has proposed a first come, first served measure to stop landlords from picking the renters they like best among the qualified applicants. If the mayor signs this proposal, it will be enforced in the city of Seattle and go into effect 30 days after it is signed. The ordinance will also ban discrimination by landlords against renters with alternative sources of income, such as social security benefits, veteran's benefits, unemployment insurance, child support payments and other assistance programs. It will prohibit landlords from offering special discount to renters who work for particular companies. It will also require landlords to accept pledges from community based organizations to bail out renters on the verge of being evicted, so long as the money is received within five days.

Vendor Chair: Bob Gregor had nothing new to report.

Committee at Large: Alyssa has been working with Michael to learn how the evite system and monthly flyer works for our monthly meetings.

Website: Kasey requested that it would be helpful to get a yearly calendar of events for the monthly meetings so she can update the King County Chapter website. Michael has sent her the August, September and October flyers to update the website.

New Business: Alyssa will be taking over next year sending out invitations, flyers, and name badges for monthly meetings. Dawn & Kasey have suggested that two people from their office take over the duties as secretary and treasurer. Dawn would be willing to train Margene Alex for the treasurer position and Adriana Gomez would take over as the secretary. The chapter will need a president elect for 2017 and a Michele will check with Kassandra if she would be willing to continue as the speaker/education chair.

Board Meeting: Michele has suggested we hold off through the summer before we have an in person board meeting. The board agreed. A vote was taken and approved.

New Business: Michele will be part of setting up a State Chapter for NARPM. She has asked for volunteers. Sarah, Kasey, Alyssa will help with this. Jim has stated that Brian Harding with The Plumbing and Drain Company has volunteered to be the State Vendor Affiliate. Jim Henderson will chair the Legislative chair for the state.

Next Board Meeting: Tuesday, September 13th, in person

Next Membership Meeting: Tuesday, August 23rd, 2016

Meeting adjourned at 10:34 AM

Submitted by Michael Schultz, Secretary

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



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-December 13th, 2016-In Person

Ernie Dittmann, Member Chair

Jim Henderson, Legal Chair

Michele Rozinek, President

Michael Schultz, Secretary

Alyssa Ritchie, Committee at large

Sarah Laidler, President Elect

Sheilia McLaughlin, Charity

Kassandra Rose, Past President

Kasey Medina, National Website Chair

Bob Gregor, Vendor Chair

Dawn Hardley, Treasurer

Meeting for December 13th 2016 cancelled by Michele Rozinek due to a scheduling conflict

Next Board Meeting: Tuesday, January 10th 2017 . Teleconference

Next Membership Meeting: Tuesday, January 24th , 2017

Submitted by Michael Schultz, Secretary

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



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-February 9th, 2016-Teleconference

In Attendance:

Kassandra Rose, Past President
Ernie Dittman, Member Chair
Jim Henderson, Legal Chair
Michele Rozinek, President
Sarah Laidler, President-Elect.
Michael Schultz, Secretary
Sheilia McLaughlin, Charity
Alyssa Ritchie, Committee at large

Absent:

Bob Gregor, Vendor Chair
Dawn Hardley, Treasurer

Meeting called to order by Michele Rozinek at 10:05 AM

Secretary's Report: Board Minutes for January voted on and approved. Evite for January meeting emailed to all members and Monthly Flyer emailed as well. Michael will need to follow up with members to find out who will be attending the clock hour class.

Treasurer Report: Dawn emailed Michele that cash balance was \$11,263.77 as of the end of January.

Vendor Chair: Bob Gregor was absent. Rent Ready Solutions, American Bath and Kitchen Refinishers, and Association Reserves, LLC were voted on and approved by email vote to join the King County Chapter Affiliates. Michael will need to get with Bob for email and contact information to update the email rosters.

Membership Chair: Ernie Dittman has asked for assistance with acting as membership chair. Michele has suggested he get in contact with Erin Anderson, who was the previous membership chair. Ernie will contact her. Ernie also would like to contact members who do not participate in the monthly chapter meetings and have them attend where they will have a picture and bio displayed on the table about themselves. Ernie will need a roster of people. Michael will provide Ernie with a list of members.

Charity Chair: Sheilia has done some research on Mary's Place Shelter for Women. This is an organization for empowering homeless women, children and families reclaim their lives. Sheilia has suggested hosting a party to bring in donations. We could do a "Diaper Party" or prepare meals, and serve meals to the persons. Sheilia will add a note to the King County Chapter NARPM Facebook site. The board has agreed that a "Diaper & Baby Food Drive" will be the initial kick off to our charity event. Sheilia will provide Michael with a suggestion for the next

Flyer to go our next week. Michele would like to have Mary's Place as her charity event for the chapter. We will suggest a monthly item for the chapter members to bring in to the monthly meeting. Sheilia will gather information on a future Prep/Cook a meal charity event at Mary's Place. She will report back next month on possible dates.

Legislation: Rent Control is not going to pass this year. The portable screening bill which only screens for criminal, eviction, and employment, but, does not do landlord references, will make it optional to accept. This bill will likely pass. The benefit to this bill, will be that that notice to refund a tenants security deposit will extend from 14 days to 21 days. The other significant bill which will probably pass would be to increase rent or give notice to a tenant to vacate would require 60 day notice to vacate or increase rent instead of 30 days. Jim will continue to update his Facebook website as well as the King County website to the progress on everything.

Education: Michele and Kassandra have scheduled Natalie Danielson with clockhours.com to speak on what property managers need to be focusing on in the New Year. Vicky Methvyn for Legal Shield will speak in March. Skylar Olsen from Zillow will speak in April. May still needs a speaker and Vickie Gaskill from Bell-Anderson will be the presenter in June. Michele and Kassandra will need to get together to fill out the rest of the year.

Committee at Large: Michele has asked Alyssa to work on the approved NARPM By Laws for the chapter. Sheilia will help Alyssa on this project. It will need to be completed by March 31st.

New Business: Michele has asked the board to discuss the National membership benefits versus the Local membership of NARPM. It was agreed that any member that is a National member but not a Local member will get the same cost for monthly meetings. National has approved all NARPM members to attend any local chapter. In order to sit on a local NARPM committee, the National member must also be a Local chapter member. If an affiliate wishes to attend a chapter meeting, they may do so up to 3 times. After that, the affiliate is required to join the National or Local chapter in order to continue monthly meetings.

The Mentoring program that was instituted by National has not received much feedback. Kelly Tollifson and Kasey Medina are the only eligible members to mentor. Theresa Warner from Agilon Properties has been working on becoming a mentor for the Local chapter.

Michele attended the Chapter Leader Training in St. Louis. This was a day long training session to help new members in becoming chapter leaders. Michele has stated that the course would be taught again in November for 2017 chapter leaders. Sarah Laidler will be attending this event for the chapter. The course will be increased from 1 day to 2 days of training. Michele will present the outline for this at the next in person board meeting in March.

The Northwest NARPM Conference will be May 19th and May 20th. The venue committee has secured CenturyLink Field as its location from the conference. The Silver Cloud Hotel will have discounted rooms for the event. Members will have until April 4th to book at the lower rates.

Next Board Meeting: Tuesday, March 8th, 2016 in person (Destination to be determined)

Next Membership Meeting: Tuesday, February 23rd, 2016

Meeting adjourned at 10:58 AM

Submitted by Michael Schultz, Secretary

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



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-January 12th, 2016-Teleconference

In Attendance:

Kassandra Rose, Past President
Ernie Dittman, Member Chair
Jim Henderson, Legal Chair
Michele Rozinek, President
Sarah Laidler, President-Elect.
Michael Schultz, Secretary
Dawn Hardley, Treasurer
Alyssa Ritchie, Committee at large

Absent:

Bob Gregor, Vendor Chair
Sheilia McLaughlin, Charity

Meeting called to order by Michele Rozinek at 10:30 AM

Secretary's Report: Board Minutes for December voted on and approved. Evite for January meeting emailed to all members. No other new news.

Treasurer Report: Dawn informed on financial reports through December 2015. The year to date totals were very positive. Dawn and Michael sent out 2016 Vendor Dues. Dawn provided Michael with a list of vendors still owing. Michael printed off and emailed new invoices for remaining vendors. Dawn will mail out as well.

Vendor Chair: Bob Gregor was absent. No new news. Michele and Michael collected new member dues for Jeremy with Rent Ready. We were unaware that his application was not submitted to Bob. Michele has left messages with Jeremy to fill out application and mail to Bob. Kassandra has been working with Jeremy and will contact him and have him fill out the application so the board can approve him at next meeting.

Dawn had brought to our attention that our chapter had created membership pamphlets describing NARPM. We need to bring this up again for the February meeting as a topic. We need to discuss if anyone was able to find out about this

Membership Chair: Melissa McConkey with ServiceMaster of Tacoma is no longer our member chair. Ernie Dittman with ServiceMaster of Tacoma has volunteered to fill in for Melissa for the remainder of the year. His duties will be to promote new membership. Ernie will need help with getting initially started with this. The chapter has suggested he come up with a membership drive to occur with each meeting.

Education: Michele and Kassandra have been working on the calendar of events for the year. Julie Johnson is confirmed for the January meeting. Suzanne Cameron is confirmed to teach the NARPM ethics class for February. We will need a March speaker. April will be Zillow with a marketing forecast. Michele will contact Natalie Danielson with clockhours.com and Evan Loeffler to present at a meeting. Kassandra will contact Jason Fox. Vickie Gaskell will be the speaker for June. She will speak on “Difficult people vs Winning attitudes”.

Dawn has asked that the speakers get a certain range of money for taking time to speak at the chapter meetings. This could be between \$200.00-\$300.00 per event. Michele has proposed that if speakers volunteer, they would receive \$200.00 for each speaking event.

Ernie Dittman, Sarah Laidler, and Jim Henderson are all certified real estate instructors to teach a potential class. If the chapter would like them to speak for clock hours, then Roy Gadley would need to be contacted to observe the class to receive clock hours.

New Business: Michele, Kassandra, Sheilia and Jim are all part of the Northwest NARPM Conference which will be held in Seattle. The venue committee has secured Safeco Field as its location from the conference. This event will take place May 19th and 20th. There will be opportunities for participants to go on a tour of Safeco field. This will be a limited number that can participate. It will range from 30-40 people. There will also be an opportunity to use the main scoreboard for advertising. There will be a fee for this which will be determined in the coming months.

Sarah Laidler from Accolade Property Management Group has volunteered to be president elect for 2017. Michele emailed her credentials to all the board members. Vote was taken and approved. Sarah will work with Michele, Kassandra, and Sheilia to get up to speed on what duties she will assume. Michele is attending the upcoming training course for newly elected presidents. Michele has suggested Sarah attend the training in November of this year.

Theme: Michele has put out a suggestion to all board members to come up with a theme for the upcoming year. Kassandra has suggested “The year of designations”. Michele would like to encourage all members to get a designation started for the next year to complete. This would be the initial push at becoming Chapter of the Year.

Legislation: Jim Henderson had no new news. Julie Johnson will be guest speaker in January and inform the chapter with new legislation. Jim Henderson will follow up in February on what new legislation was passed. He will also update his website any new information.

Next Board Meeting: Tuesday, February 9th 2016-10:00 AM Teleconference

Next Membership Meeting: Tuesday, January 26th, 2016

Meeting adjourned at 11:12 AM

Submitted by Michael Schultz, 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-June 14th, 2016-Teleconference

In Attendance:

Kasey Medina, National Website Chair
Dawn Hardley, Treasurer
Jim Henderson, Legal Chair
Michele Rozinek, President
Dawn Hardley, Treasurer
Michael Schultz, Secretary
Alyssa Ritchie, Committee at large
Sarah Laidler, President Elect
Kasey Medina, National Website Chair

Absent:

Bob Gregor, Vendor Chair
Ernie Dittmann, Member Chair
Sheilia McLaughlin, Charity
Kassandra Rose, Past President

Meeting called to order by Michele Rozinek at 10:03 AM

Secretary's Report: Michael emailed Board Minutes for May to all members before the meeting. Minutes were voted on and approved. Evite for June meeting emailed to all members the first week of the month. The Monthly Flyer was emailed also emailed June 10th to all members.

Treasurer Report: Dawn emailed May Financial Reports to all members before the meeting. Dawn inquired about the amount our speakers would be paid for teaching classes. It was determined that members that speak for clock hour classes will be paid \$200.00 for their services. Michele will contact National to see if Suzanne Cameron was paid for teaching the NARPM Ethics class in May. If she was not, the chapter will issue a check to her. Michele will notify Dawn.

Charity Chair: Sheilia was absent from the meeting. Sheilia did pass on to Michael that Mary's Place will need summer stuff for donations. This will include summer hats, sun screen, sunglasses, and relayed to Michael that this month they will need Swim wear, Sun screen, Sun hats, and Sun glasses, water bottles for adults, boys, and girls. Michael will add a note to the monthly flyer to all members.

Membership Chair: Ernie was absent from the meeting.

Speaker/Education: Kassandra was absent from the meeting. Kassandra has spoken to Evan Loeffler from the Loeffler Group about speaking at our July meeting. Michele will follow up and contact Evan for topics. Michele was interested in having Evan speak on the steps leading up to eviction and a review on the basics of Tenant/Landlord law

Legislative Report: Jim Henderson wanted to remind all management companies that the new law for security deposits reporting went into effect June 9th. The new law will change the time when move outs must be mailed and whether companies will accept “reusable reports”. It must be indicated either written or posted the criteria whether you will accept a comprehensive reusable tenant screening report and include in a statement on the home page of your website whether or not you will accept. If this is not done, the company could be issued a \$100 fine from the city. The City of Seattle council has also passed a law which states that landlords can’t increase the rent on units if the property has a rat and roach infestation, broken heaters, and other safety issues. If found in violation, this will temporarily halt any rent increases for the building until the items are fixed. The landlord will have to go through a step by step flow chart to determine if the violation is the fault of the tenant or landlord. This could cause a serious problem with properties in the city of Seattle.

Old Business: In order to prepare for the new schedule for Chapter Excellence, Sarah has asked if there was an outline for preparing all the necessary requirements. Michele will reach out to Kelly Tollifson for information on this.

Website: Kasey Medina who is on the NARPM National website committee has volunteered to upgrade the King County NARPM website. The website will have the capability to have members sign up for classes, meetings, and eventually pay for these events online. The website will eventually be able to list properties for lease. However, this feature can be turned off if requested. It was determined that the listing of properties will not be used at this time. Kasey has confirmed that the new affiliate’s page will be upgraded on all NARPM chapter websites. There was an additional charge for this, however, the programmers have decided to do this for no additional cost. Kasey would like to personalize the website for the chapter

Vendor Chair: Bob Gregor was absent. No new applications were submitted.

Committee at Large: Alyssa has no new news to report

Board Meeting: Michele has suggested we hold off through the summer before we have an in person board meeting. The board agreed. A vote was taken and approved.

New Business: Michele will be part of setting up a State Chapter for NARPM. She has asked for volunteers. Sarah, Kasey, Alyssa will help with this. Jim has stated that Brian Harding with The Plumbing and Drain Company has volunteered to be the State Vendor Affiliate. Jim Henderson will chair the Legislative chair for the state.

Next Board Meeting: Tuesday, July 12th. Teleconference

Next Membership Meeting: Tuesday, June 28th, 2016

Meeting adjourned at 10:36 AM

Submitted by Michael Schultz, 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-March 8th, 2016-In Person

In Attendance:

Kassandra Rose, Past President
Ernie Dittmann, Member Chair
Bob Gregor, Vendor Chair
Michele Rozinek, President
Sarah Laidler, President-Elect.
Michael Schultz, Secretary
Alyssa Ritchie, Committee at large

Absent:

Bob Gregor, Vendor Chair
Dawn Hardley, Treasurer
Jim Henderson, Legal Chair
Sheilia McLaughlin, Charity

Meeting called to order by Michele Rozinek at 11:35 AM

Secretary's Report: Michael emailed Board Minutes for February to all members before the meeting. Minutes were voted on and approved. Evite for February meeting emailed to all members the first week of the month. The Monthly Flyer was emailed on February 7th. So far, we have a good response. Michael will follow up with members to increase participation. Michael has also been involved in spreading the announcements to all members for the upcoming NW Conference through emailing's.

Treasurer Report: Dawn was absent. Dawn & Michael have been working with Jim Henderson & Leeann Ghiglione on sponsorship payments to the NW Conference in May.

Vendor Chair: Bob Gregor-Nothing new to report. Michael did email Bob regarding the new Affiliates who joined the chapter. Bob provided email and contact information. Michael has updated his email rosters.

Legislature: Jim Henderson was absent-nothing new to report. Jim has continued to update his Facebook and the Chapter website on anything pertinent.

NW Conference Update: The Northwest NARPM Conference will be May 19th and May 20th. The venue committee has secured CenturyLink Field as its location from the conference. The Silver Cloud Hotel will have discounted rooms for the event. Members will have until April 4th to book at the lower rates. Michael has been emailing Vendors the Sponsorship form as well as the update for the upcoming event.

Charity Chair: Sheila McLaughlin was absent. Sheila did report that she would check with Mary's Place, our Chapter Charity, for a donation list of items to bring to the upcoming meeting. Michele contacted Mary's Place and they have requested that members could bring in boxes of cereal for their newly opened facility. Michael added a note on the monthly flyer for members to bring in a donation for the March meeting.

Speaker/Education: Cassandra has confirmed Evan Loeffler from Loeffler Law Group to be the presenter for our May Chapter Meeting. Cassandra will choose a topic of interest and forward the information for Michael. Michael contacted Zillow earlier this week and confirmed April's meeting. June Meeting is confirmed with Vickie Gaskill. She will be teaching a 3 Clock hour class. Roy Gadley was confirmed to oversee the class. Cassandra would like to have a "Fireside Chat" session for July. This was very popular last year. August meeting will be on "Thinking like an Investor". Cassandra will confirm her foreclosure person and topic. September meeting will be a 3 Clock hour class with Roy Gadley. Roy will speak on Service Animals/Companion Animals. Ernie Dittmann from ServiceMaster of Tacoma will speak at our October meeting on Winter Preparation. November meeting will tentatively on "Insurance Policy's & Claims". Michele might have her representative from Bell Anderson Insurance Agency speak. December will be the Vendor/Christmas Party.

Membership Chair: Ernie Dittmann will be contacting members and encourage them to participate in the upcoming meetings. Michael provided Ernie with a list of Chapter members and will contact 4-5 members each month.

Committee at Large: Alyssa & Michele will be reviewing the local approved NARPM By-Laws for the chapter. Michele has provided Alyssa with the documents. This will need to be completed by March 31st.

Old Business: Michele handed out the "NARPM Chapter Success Guide" to the board members. Sarah Laidler will be attending the conference in November. Sarah will also be working on the "Chapter Excellence" reports due in June. Michele and Sheila will help Sarah with this.

New Business: Michele has asked a way to promote our affiliate vendors on our newsletter/Facebook website. It was suggested that we could ask a vendor to submit a topic of interest and promote it on our Facebook and Chapter websites. Bob could reach out to our affiliates for input.

Michele would also like to have our members promote NARPM on their websites/business cards/emails. This may encourage more people to get involved in our chapter. At the next meeting, Michele will ask the participants to download the NARPM App & also to "Like" our Chapter Facebook page. Members will be encouraged to "Check in" at each meeting to send a notice to all their Facebook Friends.

Michele asked about creating a NARPM pin for Vendor Affiliates. Right now, only property managers receive a membership pin for 5, 10, 15, 20 etc..... Why not support our vendors as

well? Michele will look into creating a pin for the vendors and Bob will reach out to its current members to provide a date which they joined the chapter.

Michele wanted to discuss the cost of a Clock hour class through the chapter. It was suggested that we should lower the price back to \$40.00 per 3 hour clock hour class to encourage participation. This was voted and approved.

Ernie Dittmann has suggested that “Affiliate Vendors” be called “Partners” instead. The term vendor seems outdated. Ernie will speak to our members at the March meeting to suggest changing the name and the benefits.

Next Board Meeting: Tuesday, April 12th, 2016 Teleconference

Next Membership Meeting: Tuesday, March 22rd, 2016

Meeting adjourned at 12:53 PM

Submitted by Michael Schultz, 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-May 11th, 2016-Teleconference

In Attendance:

Sheilia McLaughlin, Charity
Ernie Dittmann, Member Chair
Jim Henderson, Legal Chair
Michele Rozinek, President
Bob Gregor, Vendor Chair
Dawn Hardley, Treasurer
Michael Schultz, Secretary
Alyssa Ritchie, Committee at large
Sarah Laidler, President Elect
Kassandra Rose, Past President
Kasey Medina, National Website Chair

Absent:

Dawn Hardley, Treasurer

Meeting called to order by Michele Rozinek at 10:00 AM

Secretary's Report: Michael emailed Board Minutes for April to all members before the meeting. Minutes were voted on and approved. Evite for May meeting emailed to all members the first week of the month. The Monthly Flyer was emailed May 10th to all members. So far, we have a good response.

Treasurer Report: Dawn emailed April Financial Reports to all members before the meeting. Dawn was absent. No further updates. Follow up to last months returned checks. Michael contacted roofing specialists and vendor replaced check at April meeting.

Charity Chair: Sheilia has contacted Mary's Place and relayed to Michael that this month they will need Swim wear, Sun screen, Sun hats, and Sun glasses for adults, boys, and girls. In September or October, she will be trying to setup an event to tutor or help individuals looking for housing and help with getting persons signed up for housing assistance.. There also might be a possibility of doing an event to help with preparing a meal for the homeless. Michele & Sheilia went to an event at Mary's Place for the "Give Big" event. The board approved a \$250 donation for this event. With the help of Amazon founder Jeff Bezos, the company matched up to a million dollars in donations. The total raised for Mary's Place was over 2.175 million dollars

Membership Chair: Ernie has suggested that a good way to promote its members is to have a "Celebration moment" at each meeting. Members could nominate a member if they have been recognized by a colleague or have been acknowledged in a Facebook post. Ernie will design a card which will be available at each monthly meeting. Ernie will start this at the May meeting.

Website: Kasey Medina who is on the NARPM National website committee has volunteered to upgrade the King County NARPM website. The website will have the capability to have members sign up for classes, meetings, and eventually pay for these events online. The website will eventually be able to list properties for lease.

Speaker/Education: The June meeting will feature a 3 clock hour class with Vickie Gaskill. She will teach a class on how to deal with difficult people. Kassandra has confirmed that Evan Loeffler from the Loeffler Group will be the speaker in July. Kassandra will get the topic and pass onto Michele & Michael. The new APP for King County is up for renewal. The cost has increased from \$250 to \$399 annually. This is a significant increase from last year. Kassandra will provide some statistics with viewership and usage of the APP as to whether it will be worth continuing. Jim Henderson has suggested that there be an “App Committee” to teach the members on how to use the APP. Kassandra will continue to promote the APP at our monthly meetings.

Legislative Report: Jim Henderson wanted to remind all management companies that the new law for security deposits reporting goes into effect June 9th. The new law will change from 14 days to 21 days. Any existing tenants under contract will continue to use the 14 days rule as per their lease. Any tenants on a month to month should be notified of the new 21 day law. If a tenant is renewing their lease, the tenants should be notified of the change to 21 days when they sign the new agreement. The other law going into effect will be the use of “reusable reports” When advertising on the internet and on any company material, it must state whether a company will accept reusable reports. Any person contacting perspective tenants should also state whether reusable reports are accepted. This is a Washington state law and if violated will result in a \$100 fine to the company. The HUD department has defined how a company’s criteria for screening a tenant’s application will not cause a “disparate treatment” towards a protected class. This does not focus on the intent of a company’s screening policy as much as the way the company denies any potential tenant. All companies should review their policies and procedures to avoid being implicated in a potential lawsuit.

Vendor Chair: Bob Gregor has received new paperwork for a new member partner. Active Cleaning & Etc. submitted paperwork. The board voted and approved the new partner. The check has already been mailed to Dawn. Bob will email Dawn to deposit the application fee. Bob will also email the contact information to Dawn, Michael & Kasey.

Committee at Large: Alyssa has no new news to report

Board Meeting: Michele has suggested we have an in person board meeting in June. It was agreed that we will meet at Joey’s in South center in June.

New Business: Sarah has confirmed that National has approved and updated the chapters new by laws. National has also updated it website to include education classes, a new membership link. Sarah has also asked NARPM National to provide a checklist for Chapter Excellence to all the chapters. This would help all chapters present there date early. National has asked for Sarah’s incoming Presidents goals for next year. Our goal this year was to get more

designations. National would like to know how Michele is promoting. Kassandra has completed her RMP training. She will need to submit to National by August 2 to get recognition at Sarah will be attending the national conference. Michele is still working on her RMP training. Michele will try and promote her goal at each monthly meeting.

Next Board Meeting: Tuesday, June 14th, 2016 In Person at Joey's South center

Next Membership Meeting: Tuesday, May 24th, 2016

Meeting adjourned at 10:55 AM

Submitted by Michael Schultz, 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-November 8th 2016-Teleconference

In Attendance:

Michele Rozinek, President
Sheilia McLaughlin, Charity
Bob Gregor, Vendor Chair
Michael Schultz, Secretary
Sarah Laidler, President Elect
Jeremy Tunnel, Future Speaker Education
Ernie Dittmann, Member Chair

Absent:

Kasey Medina, National Website Chair
Jim Henderson, Legal Chair
Alyssa Ritchie, Committee at Large
Dawn Hardley, Treasurer

Meeting called to order by Michele Rozinek at 10:05 AM

Secretary's Report: Michael emailed out Board Minutes for October to all members before the meeting. Minutes were voted on and approved.

The speaker for the November meeting was changed to Jeana Poloni with the Loeffler Law Group and she will be speaking on "Disparate Impact". This has been a very hot topic over the past year and the response so far has 40 people attending the meeting. Michael was concerned about space for the meeting. Michael or Michele will contact Patricia at the Best Western to find out if the larger room will be available.

Michael sent out the 2017 Vendor Dues to all the current affiliate members at the end of October through the square. A copy of the invoices were emailed to Dawn & Margene. Propertyware did not have an address or email on the website. Michael asked that Dawn send them their invoice directly.

Treasurer Report: Dawn was not in attendance. She emailed the final budget report to all the chapter leaders. This was the final budget report for records.

Speaker/Education: Sheilia is working with Kasey to help coordinate the "Silent Auction" for the December Christmas Party/Vendor Fair & Charity Event. The Charity event will benefit Mary's Place. Sheilia & Kasey will work on collecting gifts for the event. Michele has been in contact with Leslie Lemm Weaver with ServPro of Edmonds/Lynnwood who will be donating a gourmet dinner for the auction. Sheilia has been in contact with Katie at Mary's Place and she will bring several staff to the event. Sheilia will get an Amazon Wish List from Mary's Place for a list of items in need. She will send to Bob for the December Flyer for all the affiliate members.

Proposed Speaker/Education: Jeremy and Sarah have been working together to setup the 2017 meeting schedule. Michael has provided additional speakers to Jeremy to potentially use for an upcoming meeting. Jeremy created a “Google Sheets” document and sent to all the members for input. Jeremy has asked the board if he can have the ability to schedule the meetings and speakers according to their availability. The board has agreed that due to the scheduling conflict that could occur, it would be best for him to have this option. Jeremy would also like further input from the board members to pass on any interested topics or speakers. Sarah is in the process of submitting the options for the Designation classes to NARPM National. She has asked that the meeting originally scheduled for May be changed to a month that does not conflict with the holiday week. It was suggested that April would be a preferred month for this class. Sarah will submit this to National before the deadline of November 14th. Sarah has also recommended that Jeremy come up with a meeting subject for him to present next year. Sheilia recommended that Kellie Tollifson be considered for a class on “The Move out procedure” and Gerry Ebalaroza Tunnel speak on a”Business Development” class. Jeremy hopes to have the confirmed schedule by the December board meeting.

Old Business: Michael has created a Survey Monkey response and emailed all the current property managers for their input on the “Vendor of the Year Award” Michael has put a cutoff date of November 30th for their response. Once complete, he will forward the winner to Bob to create a plaque to be presented at the December Vendor Fair/Charity Event.

Kasey emailed Michael and Michele to remind them that the servers be given their \$100 bonus. Bob reminded the board that they will need to vote on “Best Costume” & “Best Booth” for the December meeting.

New Business: Michele & Sarah will not be in attendance for the December meeting and have asked past President Leeann Ghiglione to preside over the meeting. Michele may be able to attend. She will keep us updated on this.

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Next Board Meeting: Tuesday December 13th, 2016, In Person before the meeting

Next Membership Meeting: Tuesday, December 13th, 2016

Meeting adjourned at 10:45 AM

Submitted by Michael Schultz, Secretary

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markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



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-October 25th 2016-In Person

In Attendance:

Kasey Medina, National Website Chair
Sheilia McLaughlin, Charity
Bob Gregor, Vendor Chair
Michael Schultz, Secretary
Michele Rozinek, President
Jim Henderson, Legal Chair
Sarah Laidler, President Elect
Margene Alex, Future Treasurer
Jeremy Tunnel, Future Speaker Education
Adriana Madrid, Future Secretary
Alyssa Ritchie, Committee at Large
Dawn Hardley, Treasurer
Kassandra Rose, Past President
Ernie Dittmann, Member Chair

Absent:

Meeting called to order by Michele Rozinek at 9:33 AM

Secretary's Report: Michael handed out Board Minutes for September to all members before the meeting. Minutes were voted on and approved.

Treasurer Report: Dawn was handed out the proposed 2017 Budget for the chapter. Based on the yearly report, the chapter has maintained a positive cash flow throughout the year. The board has approved an increase in education/speaker expense and donations expense for the New Year. The Budget was voted on and approved by the board members. Dawn will record the final report.

Proposed Speaker/Education: The board discussed the proposed education/speaker meetings for the 2017 year. NARPM National will be giving an incentive to the chapters if they submit their top 3 Designation topics to be considered. If the class is approved by November 14th, National will provide a 50% rebate to the chapters provided they have a minimum 10 persons in attendance. Sarah Laidler will present the list to NARPM National by Friday. Michele has asked the board about the number of education classes that would be scheduled for 2017. It was agreed that 3 education classes will be offered in 2017. Sarah will be working with Jeremy to complete the monthly schedule for the year. This will need to be emailed to Kasey to input to our chapter website. The Tentative schedule for 2017 is as follows:

January: Legislative Update Sean Martin RHA
February: Market Trends Skylar Olson Zillow
March 2017 Legislation Session Update Julie Johnson Zoho.com
April Fair Housing Laws (Clock Hours) Chris Benis
May Designation Class (Clock Hours) Risk Management or Ownership Relationships
Or Maintenance Basics
June Topic to be Determined Gerry Ebalagoza Tunnell
July Fireside Chat Discussion with Colleagues
August Topic to be Determined Jeremy Tunnell, Kellie Tollifson, Vickie Gaskil, Suzanne
Cameron
September Topic to be Determined (Clock Hours) Tamara Simon
October Life Cycles of Property Management-Collaboration with Members
November Topic to be Determined Roy Gadley
December Holiday Party-Raise the Paddle for Annual Charity

Membership Dues: Dawn has asked the members about 2017 membership dues. Last year we approved a discount if the vendors paid their dues early. It was voted and approved that the dues for 2017 will be \$210.00 if paid before December 31st 2016. If any amount is received after January 1st, the total owing will be \$250.00. Michael will help getting all the invoices out through the square. Any credit card payment will be charge a \$10.00 service fee. There will not be any “free” sponsorship tables with their membership this year. Any new Affiliate that joins will pay \$300.00 and will also receive a 5 minute presentation about their business.

Speaker/Education: Michele has brought up a concern about Novembers meeting. She is worried that the speaker will be trying to solicit his company from the meeting. Kassandra has assured the members that she will speak to the person and remind him that the meetings are an educational experience and not to solicit his company. The November speaker will be Ian Morrell with Caliber Real Estate.

Next Board Meeting: Tuesday November 8th, 2016, Teleconference

Next Membership Meeting: Tuesday, November 29th, 2016

Meeting adjourned at 10:58 AM

Submitted by Michael Schultz, 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-September 13th 2016-Teleconference

In Attendance:

Kasey Medina, National Website Chair
Sheilia McLaughlin, Charity
Bob Gregor, Vendor Chair
Michael Schultz, Secretary
Michele Rozinek, President
Jim Henderson, Legal Chair
Sarah Laidler, President Elect
Margene Alex, Future Treasurer
Jeremy Tunnel, Future Speaker Education
Adriana Madrid, Future Secretary

Absent:

Alyssa Ritchie, Committee at Large
Dawn Hardley, Treasurer
Kassandra Rose, Past President
Ernie Dittmann, Member Chair

Meeting called to order by Michele Rozinek at 10:02 AM

Secretary's Report: Michael emailed Board Minutes for August to all members before the meeting. Minutes were voted on and approved. Michael has been in contact with Roy Gadley, our speaker for September clock hour. He has also emailed attendees to determine if they were attending the class. The monthly flyer will be emailed this week to remind all members of the September meeting. Adriana Madrid will take over the Secretary position for 2017. Michael will schedule a meeting with Adriana to go over her position.

Treasurer Report: Dawn was absent from the meeting. Dawn has emailed the board that she will be training Margene Alex for the Treasurer position. Michele will get with Dawn to remind her that the budget will need to be done at the October board meeting.

Charity Chair: Sheilia was Mary's Place to find out what items are needed. Sheilia believes they will be needing warm weather clothes and School Supplies. Sheilia will confirm and email Michael for the flyer. Sheilia has been working on a date that might work for a charity event. Sheilia will report back to everyone once something is confirmed.

Membership Chair: Ernie was absent from the meeting.

Speaker/Education: Kassandra was absent from the meeting. She did confirm in an email that the speaker for the November meeting will be Caliber Foreclosures. Her representative will confirm the date and provide a bio and class description. It will be on the "Foreclosure Process". The speaker will discuss the process itself, what are the rights of an owner and tenants during a foreclosure.

Legislative Report: Jim Henderson gave an update on the proposal to cap move-in costs and require landlords to provide payment plans. This bill is the latest in a rash of Seattle Council proposals to regulate rental housing. The city council was going to meet later in the day to discuss the bill. Jim will email the board with meeting details.

Vendor Chair: Bob Gregor wanted to check on the date for the December Vendor Fair/Christmas party. It has been setup for December 20th. Bob has asked that if it could be moved to December 13th. Michael or Michele will contact Patricia with the Best Western to see if we might be able to change the date.

Committee at Large: Alyssa was absent from the meeting. She has continued to work with Michael to learn how the evite system and monthly flyer works for our monthly meetings.

Website: Kasey has informed the board that NARPM National is offering a \$500.00 grant to increase membership. This could be a great way to advertise the benefits of NARPM throughout the state to increase membership in the local chapters.

Election 2017 Officers: Michele sent out notifications to the board with the 2017 Board & Committee Chairs. The new bylaws state that the board members will be elected in September. The board voted and approved the 2017 board members of Sarah Laidler President, Susan Willadsen 2018 President Elect, Margene Alex Treasurer, Adriana Madrid Secretary. Michele notified NARPM National. Michael will send out a flyer in September notifying the chapter members of the new board members and the nominated committee chairs. The committee chairs will be announced at the September King County Chapter meeting. will participate in announce Alyssa will be taking over next year sending out invitations, flyers, and name badges for monthly meetings. Dawn & Kasey have suggested that two people from their office take over the duties as secretary and treasurer. Dawn would be willing to train Margene Alex for the treasurer position and Adriana Gomez would take over as the secretary. The chapter will need a president elect for 2017 and a Michele will check with Kassandra if she would be willing to continue as the speaker/education chair.

Board Meeting: Michele has suggested we hold off through the summer before we have an in person board meeting. The board agreed. A vote was taken and approved.

New Business: Michele will be part of setting up a State Chapter for NARPM. She has asked for volunteers. Sarah, Kasey, Alyssa will help with this. Jim has stated that Brian Harding with The Plumbing and Drain Company has volunteered to be the State Vendor Affiliate. Jim Henderson will chair the Legislative chair for the state.

Next Board Meeting: Tuesday, September 13th, in person

Next Membership Meeting: Tuesday, August 23rd, 2016

Meeting adjourned at 10:34 AM

Submitted by Michael Schultz, Secretary

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