



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

King County Chapter of NARPM- Board Meeting Date: 1/11/2019

In Attendance: (cross off who isn't here)

~~Ernie Dittmann- Member Chair~~
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex,-Treasurer

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
Courtney Generaux- Vendor Chair
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 12:11pm

President Devin-

- Do we have a mission statement?
- What constitutes quorum- We have a total of 5 voting member- we need 3 for quorum
- Overall goal is adding member value
- Get board meetings on the calendar (we did that)

Past President Susan-

- Discussed we need to reimburse the members who went to National, because that was on 2018 budget

President Elect Lizz Loop-

- Working on speakers

Secretary Adriana-

- 15 RSVP's for January Meeting so far
- Need to look up contract for Hotel for luncheon
- Update the membership list on Evite

Treasurer Margene-

- Brought Budget to approve also brought treasurers report for everyone to review
- Still some vendors who haven't paid dues- brought a list
- Will reach out to overdue vendors

Membership Chair Ernie-

- NOT IN ATTENDANCE

Vendor Chair Courtney-

- New Vendors to add to website OneApp and Spot On Maintenance
- 2 possible new vendor affiliates, will discuss once she gets applications
- Working on vendor spotlight list
- Vendor spotlight will start in Feb. \$100 a month, have vendors sign up for their months and prepay, 5- 10 minutes to speak, allowed to place stuff on tables

Webmaster Chair Ryan Wong-

- Will add new vendors to website

New Business:

- Split \$500 between members who went to National
- Reimburse president and president elect full amount for airfare paid to go to the leadership training
- Lizz made Motion for approving 2019 budget made, Adriana 2nd the motion, all approved
- Vendor spotlight will start in Feb. \$100 a month, have vendors sign up for their months and prepay, 5- 10 minutes to speak, allowed to place stuff on tables

Next Board Meeting: 2/12/2019- In Person in Factoria @11:30am - Location TBD

Next Membership Meeting: 1/22/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at 1:20pm

Submitted by Adriana G. Madrid, 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- Board Meeting Date: 2/19/2019

In Attendance: (cross off who isn't here)

Ernie Dittmann- Member Chair
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex -Treasurer

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
~~Courtney Generaux- Vendor Chair~~
~~Ryan Wong- Webmaster Chair~~

Meeting called to order by Devin Easterlin at 1:31pm

President Devin-

- Quorum met for this Board Meeting
- Vendors need to pay by next Luncheon, or they will be taken off the website and cannot attend meetings

Past President Susan-

- Will be welcoming people at the door at Luncheon meetings

President Elect Lizz Loop-

- Still working to get speakers set up for Luncheons, March meeting is already covered

Secretary Adriana-

- 31 RSVP's for February Meeting so far

Treasurer Margene-

- Has new badges for Board Members
- Sent list of vendors who have not paid to Courtney, they are working together on getting those payments
- Will be tracking budget vs. actual money spent

Membership Chair Ernie-

- Need additional people to sign up for Hoarding Seminar to have the class

Vendor Chair Courtney-NOT IN ATTENDANCE

Webmaster Chair Ryan Wong- NOT IN ATTENDANCE

New Business:

- January Minutes approved
- Applications due Friday for the Hoarding Seminar
- Will be donating \$100 gift card to WA State Conference

Next Board Meeting: 03/19/2019- In Person in Factoria @11:30am – Tapatio Mexican Grill

**Next Membership Meeting: 2/26/2019 at 11am Location is Best Western Executive Inn
Seattle, WA**

Meeting adjourned at 2:00pm

Submitted by Adriana G. Madrid, Secretary

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

King County Chapter of NARPM- Board Meeting Date: 3/19/2019

In Attendance: (cross off who isn't here)

Ernie Dittmann- Member Chair
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex -Treasurer

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
Courtney Generaux- Vendor Chair
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 11:38am

President Devin-

- Quorum met for this Board Meeting
- Suggested we brainstorm ideas for Chapter Excellence, things that the whole chapter could participate in

Past President Susan-

President Elect Lizz Loop-

- Working on Chapter Excellence, have 11 days to complete, Devin will help with Chapter Excellence
- Speaking to someone regarding April Meeting for a speaker (Economics)

Secretary Adriana-

Treasurer Margene-

- One App owes ½ their dues
- Provided treasurer's report for board to look over

Membership Chair Ernie-

- Will look into someone speaking on rental market, possibly RHA

Vendor Chair Courtney-

- Working on getting overdue vendors paid
- Vendors who aren't paid will be taken off online page and not allowed to attend meetings
- Speedy Glass turned in app (was passed around to board members)
- Possible new vendor- a mortgage broker

- Possible new vendor- tree vendor

Webmaster Chair Ryan Wong-

New Business:

- February Minutes approved
- Motion was made to approve Speedy Glass as a vendor- All boards members approved
- Need to encourage vendor donations for raffle items for luncheons- incentive could be a 1-minute speaking time?

Next Board Meeting: 04/9/2019- In Person in Factoria @11:30am – Tapatio Mexican Grill

Next Membership Meeting: 3/26/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at 12:55pm

Submitted by Adriana G. Madrid, 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- Board Meeting Date: 5/21/2019

In Attendance: (cross off who isn't here)

Ernie Dittmann- Member Chair
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex,-Treasurer

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
~~Courtney Generaux- Vendor Chair~~
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 10:10am

President Devin-

- **Will reach out to The Village Theater in regards to some volunteer work**

Past President Susan-

President Elect Lizz Loop-

- Still needs speaker for August and November
- CE Class in June with Rebekah from Orca

Secretary Adriana-

- Add to Evite that they will be invoiced for no shows
- Add to Evite that there is parking in garage
- Coordinate with Margene invoicing no shows
- 50 Evites for May so far

Treasurer Margene-

- Still have not received dues from LandlordSolutions. Devin and Margene will email him
- Start invoicing no shows

Membership Chair Ernie-

Vendor Chair Courtney-

- Reached out to paint company. Invited them to May Luncheon, her name is Luda. Courtney will not be there.

Webmaster Chair Ryan Wong-

- Ryan to add speakers to the website under events

New Business:

- Devin to send summation of April Minutes and send to Secretary
- Need a way to ask vendors for donation for raffle items at meetings.
- Add to Evite that you will be invoiced for no shows

Old Business:

- Increase fee to \$40 for non-members effective June meeting

Next Board Meeting: June 18, 2019 at Tapatio Mexican Grill

Next Membership Meeting: 5/28/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at 10:54am

Submitted by Adriana G. Madrid, Secretary

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

King County Chapter of NARPM- Board Meeting Date: 6/18/2019

In Attendance: (cross off who isn't here)

Ernie Dittmann- Member Chair
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex,-Treasurer

~~Lizz Loop- President Elect 2020~~
Adriana G. Madrid- Secretary
Courtney Generaux- Vendor Chair
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 11:48am

President Devin-

- No Presidents report
- Lizz attended RVP call, will check in with her

Past President Susan-

President Elect Lizz Loop-

- Need update on speakers for Aug./Nov.

Secretary Adriana-

- 30 RSVP's so far for June Meeting
- Will be invoicing no shows for this coming meeting

Treasurer Margene-

- Doing good on money.
- Will provide treasurers report through email

Membership Chair Ernie-

- Membership Drive Idea
 - o Referral program for bringing more members
 - o Incentive for bringing the most members
 - o Membership drive month?

Vendor Chair Courtney-

- Shane AAdvanced- will follow up on his app
- Will check in with Luda from Painters Unlimited
- Adrian Martin from PropertyWare- will check in with him also

Webmaster Chair Ryan Wong-

- Will work on being more active on FB

New Business:

Ideas for Volunteer work on August

- Kent Hope?
- Marys Place?
- YWCA?
- Friends of Youth?
- Habitat for Humanity?

8 confirmed for Orca's CE Class

Elections for Board in September

Next Board Meeting: July 16th, 2020 at 10am over phone conference

Next Membership Meeting: 6/25/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at **1pm**

Submitted by Adriana G. Madrid, Secretary

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

King County Chapter of NARPM- Board Meeting Date: 8-20-2019

In Attendance: (cross off who isn't here)

~~Ernie Dittmann- Member Chair~~
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex,-Treasurer

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
Courtney Generaux- Vendor Chair
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 11:55am

President Devin-

- **Quorum Established**

Past President Susan-

- Reach out to members who have been in NARPM for a long time to see who they nominate for available board seats

President Elect Lizz Loop-

-

Secretary Adriana-

- **No meeting in Aug.**
- **Send Lizz per person cost for hotel food**

Treasurer Margene-

- **Provided treasurers report and budget to board for review**
- **Charged members who RSVP'd and didn't pay for July Mtg.**

Vendor Chair Courtney-

- Will reach out to SpotOn Maint. About vendor spotlight
- Rich cancelled vendor spotlight for Aug.
- No apps to review for vendors
- Will check on 4 Seasons and Cascade Pest

Webmaster Chair Ryan Wong-

-

New Business:

- Volunteer Day- Happy Hour will be at Tony's, board will pay for the appetizers.
- Will get everyone access to Google Docs for Board info.

Next Board Meeting: 9-17-2019 Phone Conference

Next Membership Meeting: 9/29/2019 at 11am Location is Executive Inn Seattle, WA

Meeting adjourned at 12:30pm

Submitted by Adriana G. Madrid, Secretary

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

King County Chapter of NARPM- Board Meeting Date: 10/29/2019

In Attendance: (cross off who isn't here)

Ernie Dittmann- Member Chair
Devin Easterlin- 2019 President
Susan Willadsen- Past President
Margene Alex,-Treasurer
Ian Joseph- 2020 Education Chair

Lizz Loop- President Elect 2020
Adriana G. Madrid- Secretary
~~Courtney Generaux- Vendor Chair~~
Ryan Wong- Webmaster Chair

Meeting called to order by Devin Easterlin at 11:40am

President Devin-

- Quorum established
- Swearing in to happen in December meeting
- Margene needs a list for reimbursing members for national
- Devin to follow up with Courtney on list for Vendor Fair
- Will talk to Courtney about increasing the Vendor Spotlight \$175

Past President Susan-

President Elect Lizz Loop-

- Look into paid Evite benefits
- Ask RVP about allowing a vendor to be treasurer

Secretary Adriana-

- Add to Evite that you'll be billed if you RSVP and no show

Treasurer Margene-

- Got grant for leadership training
- What are vendor dues this year
 - \$275 Early bird
 - \$300 after Jan 1st
- Half of the people billed for no shows are paying

Ian Education Chair 2020

- Bring Ian list of people whoa rent paying when RSVP

Vendor Chair Courtney-NOT IN ATTENDANCE

Webmaster Chair Ryan Wong-

New Business:

Vendor Fair

- Need to know how many tables for vendor fair
- Raise the paddle- ask Kelly
- Devin to reach out to charity for vendor fair
- Christmas trivia?

Next Board Meeting: Panning meeting 11-12-2020 at Devin's office 16398 NE 85th St., Redmond, WA

Next Membership Meeting: 11/26/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at 12:30

Submitted by Adriana G. Madrid, Secretary

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

King County Chapter of NARPM- Board Meeting Date: November 12, 2019

In Attendance: (cross off who isn't here)

~~Ernie Dittmann- Member Chair~~

Devin Easterlin- 2019 President

~~Susan Willadsen- Past President~~

~~Margene Alex, Treasurer~~

Ian Joseph- 2020 Education Chair

Lizz Loop- President Elect 2020

Adriana G. Madrid- Secretary

Courtney Generaux- Vendor Chair

Ryan Wong- Webmaster Chair

Lee Nichols- 2021 President Elect

Meeting called to order by Devin Easterlin at 10AM

President Devin-

- Needing to vote for the 2020 Budget, treasurer for 2019 was not in attendance with the budget
- 1st visit professional member free lunch

President Elect Lizz Loop-

- 2020 Member drive on biggest draw day
- Possibility to increase lunch to \$30.
- Charity TBD
- Vendor Spotlight raise to \$175- approved

Adriana Secretary-

- Sending out the vendor of the year info for votes
- Sending out flyer this week for the Vendor Fair and the Evite on December 1st.

Courtney Vendor Chair-

- Creating the flyer for the Vendor fair and asking for donations to the silent auction

New Business:

- Talk to Patricia about reducing lunch cost
- Possibly finding a new venue for the membership meetings, maybe a catered lunch meeting at an office or meeting room
- Liz Motion to approve All American Real Estate Services, Adriana 2nd the motion, all approved.
- Approved List of 2020 Speakers (attached)

- Board Meetings for 2020 scheduled (attached)

Vendor Fair Schedule:

Jim to speak at Dec Fair for Day on the Hill kick off

11:00 Silent Auction and Lunch

Trivia while eating

11:30 Village Theater 10 performance

Vendor of The Year during lunch

12:00 Close the Silent auction at 12pm

12:15 Swearing in TBD on who is going to do this

12:45 Raise the paddle – Adriana and Margene to write down donations

Old Business:

- Needing Budget for 2020

Next Board Meeting: January 28, 2020 at Best Western Exec. Inn after the membership meeting

Next Membership Meeting: 12/17/2019 at 11am Location is Best Western Executive Inn Seattle, WA

Meeting adjourned at **1PM**

Submitted by Adriana G. Madrid, Secretary

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NARpm 2019 King County Chapter

Devin Easterlin

President

2019

425-836-6253

devin@sjarealestate.com

Sja Property Management

Susan Willasdsen

Past President

2019

206 271 9622

susanw@rentalrain.com

Meridian Valley Property Management

Lizz Loop

President Elect and Education Chair

2019

253 852 3000 ex 116

lizz@aroundtheclockinc.com

Around the Clock

Adriana Gomez

Secretary

2019

253 852 8195 ext 218

agomez@bell-anderson.net

Bell Anderson

Margene Alex

Treasurer

2019

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malex@bell-anderson.net

Bell Anderson

Erin Dittman

Membership

2019

253 686 9153

edittmann@smtacoma.com

Service Master Restore

Courtney Generaux

Vendor Chair

2019

425 280 6727

courtneyg@servproofedmonds.com

Servpro

Ryan Wong

Marketing / Publications Coordinator

2019

425 391 8731

ryanwong@allstate.com

Allstate



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

Monthly Membership Meeting

September 24, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

Mission: NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships.

Vision: NARPM will be the recognized leaders in the residential property management industry.

AGENDA

- 11:00 Sign In / Networking / Raffle Sales
- 11:15 Welcome:
- Read: Mission and Vision Statement
 - A big thank you for all of you that participated in our volunteer day at Friends of Youth
- 11:20 Hold Chapter elections
- President Elect 2021- Lee Nichols
 - Secretary- Adriana Gomez
 - Treasurer- Lucy Fausto
 - Membership Coordinator- Matt Bronson
 - Chapter Education Chair- Ian Joseph
 - Affiliate Program Coordinator- Courtney Olson
 - Chapter Marketing - Ryan Wong
- Lunch Break
- 11:55 Table Introductions: (Recognize guests and first-time attendees)
- 12:05 Vendor Spotlight: Alliance 2020. Providing tenant, volunteer and employment screening, mortgage credit reports, credentialing, fingerprinting, drug collections and much more. (425) 271 - 8065
- 12:10 Topic: Minimize Liability: Fair Housing and Tenant Screening
- Speaker: Rebekah Near, CEO at Orca Information and a RE Clock Hour Instructor for the State of WA. She has owned and operated Orca Information, Inc, for twenty-six years.
- 12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Registration is now open for Annual Convention and Trade Show October 15th – 19th

NARPM CODE OF ETHICS

Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of his or her property management Firm.

Antitrust Statement: *It is the policy of 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 competitor's clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*

NEXT BOARD MEETING: TBD

NEXT MEMBERSHIP MEETING: Tuesday, October 22, 2019 11:00 AM –1:00 PM

Department of the Treasury
Internal Revenue Service

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

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning **2019-01-01** and ending **2019-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **KING COUNTY CHAPTER OF THE
NATIONAL ASSOC OF RESIDENTIAL PROPERTY MGRS****PO Box 75086, Seattle, WA,
US, 98175****D** Employee IdentificationNumber **91-2080681****E** Website:**www.kingcounty.narpm.org****F** Name of Principal Officer: **Lizz Loop****PO Box 75086, Seattle, WA,
US, 98175**

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.

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King County NARPM
2017 Proposed Budget

Income	2019 Approved	2019 Actual (to date)	Variance	2020 Proposed
Monthly Luncheon/Table Sponsors	\$ 14,000.00	\$ 9,281.00	\$ (4,719.00)	\$ 9,500.00
Raffle	\$ 1,800.00	\$ 1,487.00	\$ (313.00)	\$ 1,800.00
Vendor Dues	\$ 6,000.00	\$ 8,075.00	\$ 2,075.00	\$ 6,300.00
NARPM HQ Contributions	\$ 1,000.00	\$ 1,520.00	\$ 520.00	\$ 1,000.00
Table Sponsorship			\$ -	
Education Income	\$ -	\$ -	\$ -	\$ -
Speaker Grant			\$ -	\$ 500.00
	\$ 22,800.00	\$ 20,363.00	\$ -	\$ 19,100.00

Expense	2019 Approved	2019 Actual (to date)	Variance	2020 Proposed
Luncheon	\$ 13,200.00	\$ 13,641.37	\$ 441.37	
Gifts & Tips	\$ 300.00	\$ 327.44	\$ 27.44	
Education/Speakers	\$ 2,800.00	\$ 3,274.35	\$ 474.35	\$ 5,500.00
Office Supplies /Conf Calls/Board Mtgs	\$ 650.00	\$ 537.10	\$ (112.90)	
Donations	\$ 1,500.00	\$ 100.00	\$ (1,400.00)	
Secretary of State	\$ 10.00	\$ 10.00	\$ -	
Pres & Member Reimb for National	\$ 1,500.00	\$ 1,735.40	\$ 235.40	\$ 1,000.00
Entertainment	\$ -	\$ -	\$ -	\$ -
Raffle Expense	\$ 300.00	\$ 884.00	\$ 584.00	
Bank Fee/Credit Card Fees	\$ 350.00	\$ 295.92	\$ (54.08)	
Software/accounting		\$ 230.00	\$ 230.00	
	\$ 20,610.00	\$ 21,035.58	\$ -	

\$ 2,190.00 \$ (672.58) \$ 19,100.00



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

Monthly Membership Meeting

January 22, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect, Liz Loop

Mission: NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships.

Vision: NARPM will be the recognized leaders in the residential property management industry.

AGENDA

11:00 Sign In / Networking / Raffle Sales

11:15 Welcome – Devin Easterlin

LUNCH BREAK

Swearing in 2019 Board of Directors - Kellie Tollifson, National President-Elect

11:45 Table Introductions (Recognize guests and first-time attendees)

11:55 Introduction to Vendor Spotlight -Courtney Generaux

12:00 Committee Chair Reports

12:10 Guest Speaker

Jordan Plummer is an Owner Liaison with King County Housing Authority. In this role, her main focus is to foster strong partnerships with owners and property managers by understanding their business needs, responding to concerns, and acting as a critical link between owners and tenants. Drawing on 3 years' experience in the nonprofit world as well as her 2 years of experience in public housing has equipped her with a large understanding of the needs of her community.

1:00 pm 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Day on the Hill – January 31st 10 am - 6 pm
- Broker / Owner Convention - February 25th – 27th
- Washington State Conference – April 17th – 18th

NARPM CODE OF ETHICS

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC



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

Monthly Membership Meeting

February 26th, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect, Liz Loop

Mission: NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships.

Vision: NARPM will be the recognized leaders in the residential property management industry.

AGENDA

- 11:00 Sign In / Networking / Raffle Sales
- 11:15 Welcome – Read Mission and Vision - Liz Loop
- LUNCH BREAK
- 11:40 Table Introductions (Recognize guests and first-time attendees)
- 11:55 Vendor Spotlight – Orca Information. Orca provides tenant and employment screening.
- 12:00 Committee Chair Reports
- 12:10 Guest Speaker: Legislative Update - Evan Loeffler

Evan L. Loeffler is the principal attorney at the Loeffler Law Group PLLC, a Seattle-based firm emphasizing landlord-tenant relations and litigation throughout Washington State. He is a regular author and speaker on issues related to landlord-tenant law. www.loefflerlawgroup.com

12:55 pm 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Broker / Owner Convention - February 25th – 27th
- Washington State Conference – April 17th – 18th

NARPM CODE OF ETHICS

Article 2: DISCRIMINATION

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



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

Monthly Membership Meeting

April 23rd, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect, Liz Loop

Mission: NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships.

Vision: NARPM will be the recognized leaders in the residential property management industry.

AGENDA

11:00 Sign In / Networking / Raffle Sales

11:15 Welcome: Read Mission and Vision

Gold Nugget: What activities/programs does your office, or you do personally, to foster client satisfaction and decrease client attrition. Please discuss during the lunch break.

LUNCH BREAK

11:40 Table Introductions: (Recognize guests and first-time attendees)

Vendor Spotlight: Ryan Wong with Allstate Insurance. Whitcomb Insurance Agency.

12:00 Committee Chair Reports

12:10 Speaker: Brian O’Conner speaking on macro trends of home ownership vs. renting.

Brian O’Connor received his MAI designation in 1996 and is certified as a General Real Estate Appraiser for the State of WA. Brian has been inducted into the membership of The Counselors of Real Estate and has been awarded the CRE designation as of November 2014. He has 31 years of Market Analyst and Fee Appraiser. Mr. O’Connor is the principal author of the Seattle Metropolitan Area Apartment Market Report.

12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

NARPM CODE OF ETHICS

Article 4: OBLIGATIONS TO TENANTS

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

It is the policy of 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



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

Monthly Membership Meeting

May 28th, 2019 11:00 AM – 2:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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AGENDA

11:00 Sign In / Networking / Raffle Sales

11:15 Welcome:

- Read: Mission and Vision Statement
- Making connections and asking that burning question
- Check out events page on King County NARPM website
- Reminder about upcoming Fair Housing Class

LUNCH BREAK

11:45 Table Introductions: (Recognize guests and first-time attendees)

Vendor Spotlight: Pacheco Painting 1 (800) 726 - 5898

12:00 Committee Chair Reports

12:15 Topic: Discussion on the three state bills that have recently passed and how they will affect our industry.

Speaker: Jim Henderson is the President of Landlord Solutions. He is very active with NARPM holding numerous leadership positions. Jim is the current Chair of Governmental Affairs for the State Chapter.

1:45 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- June 25th 1:30 pm – 5:00 pm Fair Housing Class on Disparate Impact Compliance. 3.5 Clock Hours (after meeting)

NARPM CODE OF ETHICS

Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.



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

Monthly Membership Meeting

June 25th, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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AGENDA

- 11:00 Sign In / Networking / Raffle Sales
- 11:15 Welcome:
- Read: Mission and Vision Statement
 - NARPM designations overview
 - Check out events page on King County NARPM website
 - Reminder about upcoming Fair Housing Class after the meeting
- 11:25 Table Introductions: (Recognize guests and first-time attendees)
- Lunch Break
- 11:55 Vendor Spotlight: Spot On Maintenance 503.765.6912
- Committee Chair Reports
- 12:05 Topic: Test Your Knowledge of Fair Housing
- Speaker: Instructor and Past National President, Vickie Gaskill, MPM, RMP
- 12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

Registration is now open for Annual Convention and Trade Show October 15th – 19th

NARPM CODE OF ETHICS

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.



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

Monthly Membership Meeting

July 23rd, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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AGENDA

11:00 Sign In / Networking / Raffle Sales

11:15 Welcome:

- Read: Mission and Vision Statement
- Elections Update: Open positions – Treasurer, Education Chair, President Elect for 2021, Membership Chair, Legislative Chair
- Plan for August

11:25 Table Introductions: (Recognize guests and first-time attendees)

Lunch Break

11:55 Vendor Spotlight: Moco Inc. Providing comprehensive tenant and pre-employment screening services since 1989.

Committee Chair Reports

12:05 Topic: Learn how to reduce stress and risk while running a more profitable property management company.

Speaker: Tamara Simon is the current owner of My Real Estate Network LLC and former owner of Koss Property Management, with over 25 years of property management experience. She is a former Board member of RHA and NARPM King County Chapter.

12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Registration is now open for Annual Convention and Trade Show October 15th – 19th
- Chapter elections in September
- NARPM King County Volunteer Day

NARPM CODE OF ETHICS



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

Monthly Membership Meeting

September 24, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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Vision: NARPM will be the recognized leaders in the residential property management industry.

AGENDA

11:00 Sign In / Networking / Raffle Sales

11:15 Welcome:

- Read: Mission and Vision Statement
- A big thank you for all of you that participated in our volunteer day at Friends of Youth

11:20 Hold Chapter elections

- President Elect 2021- Lee Nichols
- Secretary- Adriana Gomez
- Treasurer- Lucy Fausto
- Membership Coordinator- Matt Bronson
- Chapter Education Chair- Ian Joseph
- Affiliate Program Coordinator- Courtney Olson
- Chapter Marketing - Ryan Wong

Lunch Break

11:55 Table Introductions: (Recognize guests and first-time attendees)

12:05 Vendor Spotlight: Alliance 2020. Providing tenant, volunteer and employment screening, mortgage credit reports, credentialing, fingerprinting, drug collections and much more. (425) 271 - 8065

12:10 Topic: Minimize Liability: Fair Housing and Tenant Screening

Speaker: Rebekah Near, CEO at Orca Information and a RE Clock Hour Instructor for the State of WA. She has owned and operated Orca Information, Inc, for twenty-six years.

12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Registration is now open for Annual Convention and Trade Show October 15th – 19th

NARPM CODE OF ETHICS



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

Monthly Membership Meeting

October 22, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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AGENDA

11:00 Sign In / Networking / Raffle Sales

11:25 Welcome:

- Read: Mission and Vision Statement
- National Convention highlights:
 - Congratulations to Kellie Tollifson for being sworn in as our 2020 National President
 - Congratulations to our chapter for winning Chapter Excellence
- Update on membership drive month

11:25 Table Introductions: (Recognize guests and first-time attendees)

Lunch Break

11:55 Vendor Spotlight: Service Master of Tacoma

12:00 Topic: How to create a company culture to propel your team to rock star status!

Speaker: Sarah Laidler is the Designated Broker / Owner of Accolade Properties in Ellensburg, WA. She is a former King County Chapter President and the current President of the Washington State Chapter. She is also a NARPM conference presenter and holds her RMP and CAM designations.

12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Vender fair December 17th

NARPM CODE OF ETHICS

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS



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

Monthly Membership Meeting

November 26th, 2019 11:00 AM – 1:00 PM

Best Western Executive Inn, Seattle, WA

Executive Committee: 2019 Board Members: President, Devin Easterlin, – Past President, Susan Willadsen – Treasurer, Margene Alex – Secretary, Adriana Gomez – President Elect/Education Chair, Liz Loop

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AGENDA

11:00 Sign In / Networking / Raffle Sales

11:25 Welcome:

- Read: Mission and Vision Statement
- Vendor Fair / Holiday Chapter meeting overview
- New board members: Lucy Fausto is our Charity Chair and Morgan Rodin is our Treasurer for 2020

Lunch Break

11:50 Table Introductions: (Recognize guests and first-time attendees)

11:55 Vendor Spotlight: Lesswell Home Inspection

12:00 Topic: Just Cause, Changes coming up and the Landlord Mitigation Program

Speaker: Jim Henderson is the President of Landlord Solutions. He is very active with NARPM working as the current Chair of Government Affairs. As a registered lobbyist, Jim is a persuasive, knowledgeable, and powerful voice to advocate on behalf of the rental housing industry.

12:55 50 / 50 Raffle & Dismissal

*Reminder of Upcoming Events:

- Vender fair December 17th

NARPM CODE OF ETHICS

Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.