

#6.1



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

**PC NARPM Board
Thursday July 15, 2015
Meeting Minutes**

Location: French Hen, 3810 Steilacoom Blvd SW. Lakewood WA

Meeting was called to order at 11:30 a.m. by President, Bekah Hermansen
Present: Bekah Hermansen, President; Kim Mulligan, Treasurer; Jackie Hummel, Secretary;
Dorothy Zarelli, MPM, RMP, Past President; Jim Henderson, legislative liaison; Dick Johnson, 2nd
Vice President
Absent: Steve Williams, 1st Vice President;

Education Report - Steve Williams - absent

Treasurers Report - Kim Mulligan report will be reviewed & presented for next Board meeting
\$736.00 needs to be categorized. Table sponsor category should be gifts.

Membership Report - Dick Johnson - 2 items, review contact lists with Board members to contact.
Also email notice to all Realtor members will be sent. A non member showed up at vendor fair and
did not pay - agreed that she will not be sent to collections.

Secretary Report - Jackie Hummel - submitted to Board, moved to accept as written & placed on
file.

Treasurer Report - Kim Mulligan - discussion of report, line item adjustment for travel will be
instituted & will be placed for approval at next membership meeting.

Past President - Dorothy Zarelli - no report

Vendor Committee - Jim Henderson -

OLD business:

Clock hour class for September - Dealing with difficult people & creating winning attitudes at service
master of tacoma, presented by Vickie Gaskill. Discussion of class cost was debated.

Chapter Excellence - 3 people on conference call, Kitsap, King County & Pierce County were the
only ones completed. Chapter Excellence was completed & submitted....yay Bekah!!! Thanks for all
the effort!!

Next year Chapter Excellence for next year was reviewed. The complete application was reviewed
line by line for next years potential for points.

Reminder to Board to contact their assigned people for follow up.

Social event was complete.

Vendor dues are still being requested and 7 are still outstanding. Jim Henderson stated he would
call each of the 7 non paid vendors.

NEW Business:

August speaker has been confirmed. Kellie Tollefson is requesting the projector for the
presentation.

Christmas party start of discussion, Narrows Brewery is being considered.

Board Meeting, Breakfast or lunch? Breakfast was preferred but the days cannot get coincided...so we leave it as Lunch.

Mobile app, chapter grant to pay for creation was completed by Jim Henderson. Treasurer had to sign off & Dorothy Zarelli has to send to corporate.

National Convention Registrations - giving 2 away in August, must be present to win. This needs to be on the flyer for next meeting.

Meeting was adjourned at 1:00 PM. Next meeting: August 27, 2015 at French Hen, Lakewood WA

Respectfully submitted by: Jackie Hummel

It is the policy of the NARPM a 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 competitive sensitive topics, including those related to pricing (such as rates, fees, or costs), including 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.

#6.2



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

PC NARPM Board
Thursday July 27, 2015
Meeting Minutes

Location: French Hen, 3810 Steilacoom Blvd SW. Lakewood WA

Meeting was called to order at 11:30 a.m. by President, Bekah Hermansen
Present: Bekah Hermansen, President; Kim Mulligan, Treasurer; Jackie Hummel, Secretary;
Dorothy Zarelli, MPM, RMP, Past President; Jim Henderson, legislative liaison; Dick Johnson, 2nd
Vice President; Steve Williams, 1st Vice President

Absent: none

Education Report - Steve Williams - no report

Treasurers Report - Kim Mulligan - placed on file at Chapter meeting.

Membership Report - Dick Johnson - Joe Maxwell drove the 'Stuff the Bus' and he is a property
manager. Jim Henderson spoke with him to join NARPM. Dick Johnson will follow up.

Secretary Report - Jackie Hummel - provided to Board, all present agreed unanimously & placed on
file.

Treasurer Report - Kim Mulligan - already filed

Past President - Dorothy Zarelli - no report

Elizabeth Bailey has vacated Service Master. This leaves the Charity Chair open. Bekah has
offered the position to Deborah & Kim to Fairway Mortgage. They both have responded with
unwavering support & excited to help! Board discussion for a farewell gift. Motion on floor to
provide \$100 gift card, amended to be \$50 gift card plus a present. Bekah will meet with Elizabeth
for lunch & give her the going away present.

OLD business:

Clock hour class for September - 13 people signed up thus far. Concerns that the education
provider could require a minimum in future classes.

Discussion of class size for Ethics class along with clock hours signed up. At this meeting, 5
people from Pierce County NARPM are signed up. PCNARPM agreed to provide snacks & drinks
for the class. Jim Henderson will arrange with a vendor to provide.

Christmas party at Narrow Brewery - Bekah will elect a chairperson to help guide the committee.
Costs and RSVPs would be recorded to Treasurer.

Affiliate Dues - companies that have not paid will be contacted that they will be removed from the
website.

Member Dues - hard copy mail to members, dues are due October 1st. Cost is \$175.00.

September speaker - Steve will finalize data with Speaker.

NEW Business:

2016 Board nominations

Does the existing Board want to break out some of their positions?
Education committee / Social committee / Legislative committee
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Bekah will review her Leadership packet for further ideas and will review further.

Unlicensed assistants coming to chapter meetings without a member. Real Property Management Today attended the latest Chapter meeting. *Unlicensed* assistants will need to join NARPM as support staff or come to meetings with a member. Further review of Bylaws will be necessary. Dick Johnson will contact Lee Rushton at Real Property Management Today.

Carrie from Park 52 is a renewing member and has invited some of her contacts to reach out to Bekah for permission to attend & speak.

Dick reminded everyone of meeting etiquette. Board members should lead by example. Limit side conversations, turn off cell phones.

Meeting was adjourned at 1:00 PM. Next meeting: September 24, 2015 at French Hen, Lakewood WA

Respectfully submitted by: Jackie Hummel

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#613



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

PC NARPM Board
Thursday September 24, 2015
Meeting Minutes

Location: French Hen, 3810 Steilacoom Blvd SW. Lakewood WA

Meeting was called to order at 11:30 a.m. by President, Bekah Hermansen
Present: Bekah Hermansen, President; Kim Mulligan, Treasurer; Jackie Hummel, Secretary; Steve Williams, 1st Vice President; Dick Johnson, 2nd Vice President; Dorothy Zarelli, MPM, RMP, Past President; Jim Henderson, legislative liaison
Absent: None

Vice President - Steve Williams Education Report - no report

Vice President - Dick Johnson Membership Report - no report

Affiliate Membership Chair - Jim Henderson - membership is \$100 for dues \$ 175 to prepay lunch

Prior Board minutes for August 2015 were emailed and reviewed. Motion was made to accept as written, seconded, accepted as written, placed in file.

Prior financial statement were already approved at membership meeting. Accepted as written, placed on file.

Charity Membership Chair - Kim Harmon & Deborah MacDonald
Past President - Dorothy Zarelli, MPM, RPM

Old Business:

Breakdown of Sept 9th will be on email. One member got sick & could not attend this class. Discussion of refund money. Motion to refund \$70 to Mr & Mrs. Price, check will be written to their management company. 2nd & voted, passed unanimously.

Breakdown of Sept 15th should be a wash, results will be forthcoming.

Ethics class 20 members have not taken this required class. Your membership title will be switched to "associate" member.

New Business:

October class - Red Cross, topic is services they provide & disaster preparedness "When & Why to call"
Treasurer will not be present for next membership meeting. Kim will discuss with Jamie Williams for coverage.

Chapter Excellence July - December review & planning. Membership count was discussed with the 20 members outstanding of ethics class. Grant for app discussed. Project stalled, it has been revitalized & will be completed. Trendz booth was requested. Dorothy will investigate further. Budget Revisions are there any larger numbers that needs updated. Deceased persons personal property addendum; attorney review. Convention pricing of \$2000 will be placed in the budget. Travel reimbursement will remain at \$1000, which has been prior approved to split evenly via all attending Board members going to Nationals. Further review will occur to tighten up budget.

2016 speaker / topic ideas. Bekah would like to see this request go out to membership via Google Docs. Steve will get the document prepared & disbursed to membership. Evan Loeffler, Attorney was brought up as a potential future speaker. Next Board meeting Steve will bring calendar & list of potential topics / speakers.

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Planning task chart, who does what, how long does it take, what are processes for each position?
Membership sign in sheet was reviewed and the process was reviewed.

Meeting was adjourned at 12:45 PM. Next meeting: October 29, 2015 at French Hen, Lakewood WA

Respectfully submitted by: Jackie Hummel

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#16.4



PC NARPM Board Meeting Minutes for October 29, 2015

Meeting was called to order at 11:30 AM on October 29, 2015 at French Hen at 3810 Steilacoom Blvd SW, Lakewood, WA by President Bekah Hermanson

Present: Bekah Hermanson, President; Dorothy Zarelli, MPM, RMP, Past President; Steve Williams, Vice President; Dick Johnson, Vice President; Kim Mulligan, Treasurer; Jackie Hummel, Secretary
Guest: Jim Henderson, Vendor Liaison
Absent: NONE

Old Business:

Estimated budget numbers were reviewed by each line item entry. Much discussion about funding.

Final budget will be completed and placed before membership at next meeting.

Kim Mulligan updated us all on the status of membership dues. Also receipts for Ethics class and whether all funds were received and accounted for.

A statement from National is that all members must take Ethics class every 4 years to stay active as a member. Failure to receive Ethics training will get your membership demoted to an Affiliate status.

New Business:

2016 Calendar project was started. Speaker topics requests will be sent out by Steve Williams via Google to acquire new ideas or any pressing issues that the membership would like to learn more about. November speaker was discussed. Subject is Retirement Plans for Small Businesses. Steve Williams will be in contact with the speaker to confirm their appearance at the next membership meeting.

2016 Board Nominations and Committee Reports were discussed. It is widely agreed with the current Board that some of the activities could be disseminated to membership that has volunteered to help in some areas, but don't have all the time needed to make a full time commitment. 2016 Board will work on spreading the work load around more and involving membership and affiliates in the work load.

All present on the Board agreed to stay in their respective positions should someone not have a pressing desire to run for an open office position.

Cascade Real Estate School has verbally informed the Board that their class costs will be increasing going into 2016. There will also be some new classes showing up on the availability list. Jackie Hummel broached the subject to interview other educational classes or schools to ensure we are getting a fair price for the classes being offered. Jackie agreed to reach out to a contact and report back.

Meeting was adjourned at 12:30 PM.

Next Board Meeting is November 19, 2015

Respectfully submitted by Jackie Hummel, SecretaryBoard

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#6.5



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

PC NARPM Board
Thursday November 19, 2015
Meeting Minutes

Location: French Hen, 3810 Steilacoom Blvd SW. Lakewood WA

Meeting was called to order at 11:30 a.m. by President, Bekah Hermansen
Present: Bekah Hermansen, President; Kim Mulligan, Treasurer; Jackie Hummel, Secretary; Dick Johnson, 2nd Vice President; Dorothy Zarelli, MPM, RMP, Past President; Steve Williams, 1st Vice President; Jim Henderson, legislative liaison

Absent: NONE

President - Rebekah Hermansen, briefly reviewed RVP call & National Convention discussion

Vice President - Steve Williams - Education Report -

Vice President - Dick Johnson - Membership Report - NRB will be contacted
Ethics discussion about Associate member if Ethics are not completed. Professional member dues will be \$50.00 more.

Prior Board minutes for October 2015 will be reviewed along with November meeting minutes.

Prior financial statement were already approved at membership meeting. Accepted as written, placed on file.

Past President - Dorothy Zarelli, MPM, RPM - no report

Vendor Committee Report - Jim Henderson - Bruce Powell from Farmers Insurance will be contacted
Comcast guy visited chapter meeting & Jim will follow up

Legislative Report - Jim Henderson
Day on the Hill February 3rd
Bill Hinkle from RHA has resigned effective December 31, 2015.

Old Business:

Christmas Party - flyer will be disseminated to membership

Membership Dues - reminder notices will be sent to all outstanding members.
SW chapter reimbursed.
\$382.00-chapter grant received from National for app.

2016 Board votes - Board stays the same, Past President should be the one swearing in.

July Social event - Rainiers have increased their pricing due to new food from vendors. Discussion on whether we return to Rainiers game as a social event or somewhere else. Also discussed whether there will be a social event at all.

Motion was to increase the budget by \$500.00 for social event. Voting passed motion.

2016 Budget

See attached excel spreadsheet
Discussion on each line item. Dorothy voiced concern over the substantial discrepancy of income vs expense

Motion to remove RHA donation, NARPM National Charity, Affiliate lunch, legal documents, Christmas party reduced to \$1500 from the expense category and increase income in Social Event category to \$1250.
Motion passed unanimously.

National has issued a statement that the Chapter President will be required to attend a National Chapter leadership training. Chapter websites will be redone by years end with PayPal link on site. Bekah and Steve will have a discussion with our local Washington state RVP, Kellie Tollefson.

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Calendar draft, topics - goal to complete by November 30th
Month by month reviewed & discussed
Reviewed spreadsheet of feedback from members for topic ideas.
service animals could be turned into clock hour class
deceased tenant law & RCW review & changes
The ABC's of loss
Sheriff & evictions
Self defense
Panel of 3 property managers
Zillow
Department of Revenue
Round table / open discussion / hot topics

NEW business

Secretary of State renewal

Meeting was adjourned at 1:40 PM. Next meeting January 7, 2016 at French Hen, Lakewood WA

Respectfully submitted by: Jackie Hummel

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