

User: steve@steadyproperties.com

2016 Chapter Compliance

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

Chapter: Pierce

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 PC NARPM ByLaws amended 2016.pdf

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. PCNARPM 990N, 2016.pdf

4. Upload a copy of your current year budget: 2017Budget.xlsx

5. List number of membership meetings: 12

Flier Upload Jan.pdf

Flier Upload Feb Flyer.docx

Flier Upload March Vendor Fair.csv

Flier Upload April Meeting Flyer.pdf

Flier Upload MayMeeting2016.pdf

Flier Upload June Meeting flyer.docx

Flier Upload July Social .pages

Flier Upload August2016 Flyer .pdf

Flier Upload	September Flyer.pdf
Flier Upload	Oct Flyer Meeting.pdf
Flier Upload	Nov. Flyer.pdf
Flier Upload	Dec. Flyer.pdf
6. List number of board meetings:	11
Copy of Minutes	1-21-16 Membership Meeting.pages
Copy of Minutes	Feb 25 16 Board Meeting.pdf
Copy of Minutes	March 17 16 Meeting Minutes.docx
Copy of Minutes	April 28, 2016.docx.pdf
Copy of Minutes	5-26-2016 BoardMeeting copy.pdf
Copy of Minutes	June 23 16 Board Meeting.docx
Copy of Minutes	July 28 16 Board Meeting.docx
Copy of Minutes	8-25-16 boardmeeting.docx
Copy of Minutes	9-22-16 boardmeeting.docx
Copy of Minutes	10-13-16 boardmeeting.docx
Copy of Minutes	Nov16BoardMinutes.docx
Copy of Minutes	
7. Does your chapter charge dues?	Yes
8. If yes, how much are the dues?	\$175.00 annual
9. If yes, are meals at meetings included?	Yes
10. On a scale of 1-10, how well do you think your chapter is doing?	8
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:	Pierce
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	54
Total Points from Application:	45

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:

33

Associate Members:	2
Support Staff Members:	16
Life Members:	3
Combined Total Number of Members:	54

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 Pierce County Member list 2017.xlsx

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:	4
Number of New Members added to Chapter:	11
New Member Growth:	4=20-24%
New Members Upload	New Members 2016.xlsx

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:	3
Membership Retention:	3
Membership Retention Upload	Pierce County 2016 Retention.xlsx

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	Pierce County Affiliate List 2016.xlsx

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:

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: 6

Number of Community Service
Projects Provided: 6

Evidence of Community Service
Upload Foodbank.png

Evidence of Community Service
Upload StufftheBus.png

Evidence of Community Service
Upload Toys for Tots.pdf

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:

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: 4

Percentage of Members in Attendance: 4=10-19%

Membership Attendance 2016 Convention Attendees Pierce County .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:

Percentage of Members in Attendance:

Member Attendance Upload

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: 1

Number of Grants Applied for and Used: 3

Evidence of Grant Upload chapter_grant_application.docx

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:

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:

Number of Chapter-Sponsored Educational Course(s):

Course Flyer Upload Tenant screening Clock Hour.pdf

Course Flyer Upload 2016DetectingFraud.pdf

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: 6

Number of Chapter-Sponsored Educational Course(s): 4

Chapter-Sponsored Educational Course Upload	2016DetectingFraud.pdf
Chapter-Sponsored Educational Course Upload	Tenant screening Clock Hour.pdf
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	
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:

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	Sept152016MembershipMeeting.docx.docx
Copy of Meeting Agenda Upload	May122016MembershipMeeting.docx
Copy of Meeting Agenda Upload	March 17 16 Meeting Minutes.docx
Copy of Meeting Agenda Upload	June162016MembershipMeeting.docx
Copy of Meeting Agenda Upload	Aug182016MembershipMeeting.docx
Copy of Meeting Agenda Upload	April162016MembershipMeeting.docx

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:	1
Percentage of Candidates as of December 31:	1=1-7%
RMP MPM Designations Upload	Pierce County Member list 2017.xlsx

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:	
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

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

Pierce County Member list 2017.xlsx

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:

Percentage of CRMC Companies
as of December 31:

Member Companies who hold
CRMC Designation Upload

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:

Percentage of Members holding
certifications as of December 31:

List of CSS, CMC, CRMB
Certified Members Upload

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:

Percentage of Candidates as of
December 31:

Members who are Candidates for
the CSS, CMC, CRMB Upload

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:

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:

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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:

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:

Membership Committee:

Membership Committee Upload

Education/Designation
Committee:

Education/Designation Committee
Upload

Legislative/Governmental Affairs
Committee:

Legislative/Governmental Affairs
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee
Upload

Community Service Committee:

Community Service Committee
Upload

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:

Number of Efforts to Pass or
Defeat a Legislative Issues:

Copy of Issue/ Other
Documentation Upload

Copy of Issue/ Other
Documentation Upload

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:	5
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	5=21%+
List of Contributors Upload	2016 PAC Pierce County.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:	2
Hosted or Participated in NARPM State Day on the Hill:	2
Flyer/ Information Promoting the Event Upload	2016_LegDay_Half_CMYK.PDF

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:	
Percentage of Members Volunteering:	
List of Volunteers Upload	

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:	1
Percentage of Members in Attendance:	1=1-8%
Attendee List Upload	2017 Chapter Leader Training Session.xlsx

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?

Total Points from Application:	46
Form Completed By:	Steve Williams
Chapter Title:	2017 Chapter President
Phone Number:	253-261-5027
E-mail Address:	Steve@steadyproperties.com



National Association of Residential Property Managers
Bylaws of

**The Pierce County Chapter of
The National Association of Residential Property Managers**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Pierce County chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in Pierce County to include the entire County.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Local, City and County in the State of Washington.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Washington

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be Pierce County to include the entire County.

ARTICLE II: Membership

Professional, Associate, Support Staff, and Affiliate Member



National Association of Residential Property Managers

Section A: Professional Member

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

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

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry locally or nationally. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. National Affiliate Members cannot serve as a chair person on the Pierce County chapter Committee



National Association of Residential Property Managers

Section I: Application by Professional, Associate, Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

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



National Association of Residential Property Managers

3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee



National Association of Residential Property Managers

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of five (5) officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers or send President-Elect.

2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the new calendar year.
 - g. Must be a Professional Member of the Chapter.
 - ~~h. Notify all chapter members of upcoming meetings~~
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.



National Association of Residential Property Managers

- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- ~~c. File all federal, state and local reports as needed.~~
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term commencing with the beginning of the new calendar year and conclude when they resign or do not get re-elected.
- f. Notify all chapter members of upcoming meetings
- g. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. File all federal, state and local reports as needed.
- h. Undertake responsibility for other such activities as deemed appropriate by the committee.
- i. Serve a term commencing with the beginning of the new calendar year and conclude when they resign or do not get relected.
- j. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the new calendar year.
- d. Serve as Membership chair
- e. Must be a Professional Member of the Chapter.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association. To be a nominee for President, the candidate must have served on the Pierce County Board for a least 1 year.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members



National Association of Residential Property Managers

at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Pierce County NARPM. Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude when they resign or do not get reelected.



National Association of Residential Property Managers

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the Vice-President shall automatically fill that position and shall continue to serve as both president and Vice-President. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive board committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee. Or notice by electronic methods.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.



National Association of Residential Property Managers

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism
Acknowledgment and Enforcement

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.



National Association of Residential Property Managers

Section A: Acknowledgment

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Optional Dues for local chapters are payable no later then October 1 of each year
2. Non-payment of Dues: Failure to pay the annual chapter dues ~~within [fill in number] 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.~~ By the first day of October shall result in monthly dues owed at the meeting. Prorated dues may be paid monthly at each meeting.



National Association of Residential Property Managers

3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter membership dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge annual dues to National Affiliate members. Monthly meeting dues shall apply.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee may be assessed, at the discretion of the local Board. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Pierce County NARPM Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the national association for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending



National Association of Residential Property Managers

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Washington_state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile,



National Association of Residential Property Managers

intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

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



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 911704070
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170460837846
- **Filing Status Date:** 02-15-2017
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Pierce County NARPM 2017 Budget

Expense	Budget	Actual	
Regional and/or National Convention Fees	\$2,000.00		
Regional and/or National Board Travel	\$2,700.00		
Charity	\$1,000.00		
Christmas Party	\$1,500.00		
Education	\$2,500.00		
Gifts (including \$500 RHA Donation)	\$1,000.00		
Luncheon Fees	\$5,000.00		
Monthly Drawing/ \$25 Gift Card	\$250.00		
Vendor Fair/Appreciation/Guest Visits	\$800.00		
Office	\$200.00		
Social Event	\$2,500.00		
Regional Convention Fees			

Total \$19,450.00 \$0.00

Income	Budget	Actual	
Affiliate Membership	\$2,500.00		
Meeting Income	\$2,700.00		
Membership Dues	\$3,000.00		
Vendor Prepaid Lunch	\$1,000.00		
Education	\$2,500.00		
Social Event	\$1,250.00		
NARPM Chapter Incentive			

Total \$12,950.00 \$0.00

Foot Note: The Total expense and total income budgets do not balance. We are going to use some funds in the bank this year.



National Association of Residential Property Managers

PIERCE COUNTY CHAPTER

Board Meeting Minutes for February 25, 2016

Meeting was called to order at 11:30 a.m. on February 25, 2016 at French Hen on Steilacoom Blvd by President, Rebekah Hermansen

Board members in attendance:

Bekah Hermansen – President Steve Williams – 1st Vice President
Dick Johnson – 2nd Vice President Kim Mulligan – Treasurer

Others in attendance: Jim Henderson – Affiliate/Legislative Committee

Agenda

President – Rebekah Hermansen

1st Vice President – Steve Williams - Education

2nd Vice President – Dick Johnson - Membership

Secretary – Jackie Hummel – not in attendance

1. Minutes – Steve motioned to place on file. Dick 2nd. All board members in favor.

Treasurer – Kim Mulligan

1. Treasurer's report – Previously approved at the membership meeting.

Past President: Dorothy Zarelli. Not in Attendance.

Committee Reports: Jim Henderson

1. Legislation – Nothing to report.
2. Affiliates – Followed up with all guest affiliates.

Old Business

- 1) Tower Lane is set for Vendor Fair March 17th 10-2 and June Clock Hour Class 9-1:30
- 2) Bekah will send out an RSVP for the Vendor Fair through Google Docs
- 3) Bekah will meet with Dick on 2/29/16 at 1:00pm to go over and submit chapter excellence.
- 4) Kim will bring a list of menu changes/ideas to the next board meeting.
- 5) App Update. Jim will follow up, App is completed.
- 6) Changes to calendar, need to fill in the missing information for the next 6 months for the calendar. Switch Charity to every 2 months starting March. Possibly have Kevin Ross speak in August. November 10th EWS (Effective Web Services Talk), and send out Google Form for discussion topics for October meeting.
- 7) Affiliate Dues – Kim will get the letters mailed out and follow up possibly at the Vendor Fair or give a reminder.

New Business

- 8) Chapter By-Laws – changes have been made that are required by National. They will be submitted for approval. Must be completed by June 30th.
- 9) Clock Hour Class Flyer. Steve will create and Bekah will get it distributed.
- 10) New member from meeting / Name, on email list? Did we reach out to new member Paula Pinkos - 5 Star Property Management/ What about Marie Pettie. They were both reached out to by Dick. Dick asked for a copy of the new member list.
- 11) NW Conference - Send check for \$466.33 made out to King County NARPM in for for section please put NW Conference seed money. Kim will send the check out.
- 12) NW Conference - do we want to give additional money - received budget. No additional money

to be given at this time. We will rediscuss this if they ask again.

- 13) Off-site event. We need to decide if we are going to proceed with this and start brainstorming ideas. Glass blowing, Lemay Car Museum were a few ideas brought up. We will discuss more at next meeting.
- 14) Steve gave a report on St Louis Leadership training as well as some of NARPM's changes in elections, board member positions and having committee chairs (membership chair, education/coordination chair and communication chair).

Meeting adjourned 1:00 p.m.

Next Meeting: March 24th, 2016 at French Hen on Steilacoom Blvd at 11:30 a.m.

Respectfully submitted by: Rebekah Hermansen

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 competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



Membership Meeting Minutes for March 17, 2016

Meeting was called to order at 11:30 a.m. on March 17, 2016 at Tower Lanes 6323 6th Ave, Tacoma, WA 98406 by President, Rebekah Hermansen

Board members in attendance:

Bekah Hermansen – President Steve Williams – 1st Vice President
Dick Johnson – 2nd Vice President Kim Mulligan – Treasurer
Dorothy Zarelli – Past President

Absent: Jackie Hummel Secretary=

Membership Introductions

Monthly Review of NARPM Code of Ethics –

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC 1-6 – 1-10

1st Vice President – Steve Williams – Education – Class in March was cancelled. Information on the clock hour class for June will be coming soon.

2nd Vice President – Dick Johnson – Membership – New member Marie Pettie with Safe Harbor Property Management

Secretary – Jackie Hummel – not in attendance

1. Minutes – Did not see them come across email. We will place on file in April.

Treasurer – Kim Mulligan

1. Treasurer's report – Will be sent out and we will place on file in April.

Past President: Dorothy Zarelli

Committee Reports: Jim Henderson

1. Legislation – Jim explained the Tenant Screening Portal Bill and the 21 Security deposit change. It has been passed and is waiting on the Governor's signature.
2. Affiliates – Announced One Call and Cedar Creek as new affiliates. Both in attendance.

Old Business

- 1) Clock Hour Class March 10th – Cancelled due to not enough attendees.

New Business

- 1) 28th Annual NARPM Convention and Trade Show at the Grand Wailea Resort. October 19th - 21st
- 2) With our new bylaws we have to have our board in place early, the vice president position will turn into a President Elect. The President Elect will serve 1 year as President Elect, 1 year as President and 1 year as Past President. If you are interested in joining the board as President Elect, Treasurer, Secretary, Membership Chair, Coordination Chair or Communication Chair please let us know. If you are interested in running as President - you must have already served on Board in the past. **We welcome Competition!!!**

Topic: Vendor Speed Dating

Meeting adjourned 1:20 p.m.

Next Meeting: April 21st, 2016 at Denny's in Puyallup at 11:30 a.m.

Respectfully submitted by: Rebekah Hermansen

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 competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

PC NARPM Board Meeting agenda for 5/26/2016
Location: French Hen, 3810 Steilacoom Blvd SW, Lakewood, 98499
Time: 11:30am

President: Rebekah Hermansen

Vice-President: Steve Williams - Education

Vice-President: Dick Johnson - Membership

Secretary: Jackie Hummel, Board minutes.

Treasurer: Kim Mulligan, Treasurer's Report. - Absent

Past-President: Dorothy Zarelli, MPM, RMP

Vendor Committee: Jim Henderson

Legislative: Jim Henderson

Old Business:

- 1) July Off-site Event
- 2) Clock Hour Class flyer for June
- 3) Communications Chair - Katie Nybo. Ready
- 4) National Convention Drawing Winners - paid registrations to Kim
- 5) Vendor Dues - last report 15 not paid
- 6) Still waiting for approval for our by-laws

New Business:

- 1) Confirmed Speaker for June?
- 2) Denny's
- 3) Designation Chair
- 4) How to handle elections this year? June and August
- 5) 18 people need to take Ethics. I am not sure if they understand?
- 6) Guest NARPM Member - Lyle Crews
- 7) Member Retention Checks coming soon
- 8) Grants Available
- 9) 2016 Chapter Excellence application is under review - Member Services is making it easier. Will have application released in June.
- 10) 2016 NARPM GOALS - every chapter will have at least one state or NARPM approved educational course in 2016 - All chapter President Elects (or otherwise appointed Chapter Leader) attend the NARPM Leadership Training session in November 14-15 2016
- 11) Washington State Chapter
- 12) Prospective member sign up. Go to NARPM About, Need more information and register as a prospective member. We can input guests.

Reminder Next Board Meeting is June 23rd, 2016

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

PIERCE COUNTY CHAPTER

Board Meeting Minutes for June 23, 2016

Meeting was called to order at 11:30 a.m. on June 23, 2016 at French Hen on Steilacoom Blvd by President, Rebekah Hermansen

Board members in attendance:

Bekah Hermansen – President Dick Johnson – 2nd Vice President Kim Mulligan – Treasurer
Dorothy Zarelli – Past-President

Members absent:

Steve Williams – 1st Vice President, Jackie Hummel – Secretary, Jim Henderson – Affiliate/Legislative Committee

Others in attendance: Alberto Dominguez

Agenda

President – Rebekah Hermansen

1st Vice President – Steve Williams – Education - Absent

2nd Vice President – Dick Johnson – Membership – No report

Secretary – Jackie Hummel – not in attendance

1. Minutes – Motioned and Approved.

Treasurer – Kim Mulligan

1. Treasurer's report – Previously approved at the membership meeting.

Past President: Dorothy Zarelli

Committee Reports: Jim Henderson

1. Legislation – Absent
2. Affiliates – Absent

Old Business

- 1) Member Retention Check received from National - \$490.00
- 2) All National Convention Drawing Winners have submitted their registrations and are paid out.
- 3) Kim will email out an updated list of Vendors who have paid. Website and Contact list need to be updated to show only those active – Jen and Katie
- 4) Still waiting on Approval of By-Laws.
- 5) National keeps saying that Grants are available and to use them for sending the President Elect to the Leadership Training. I researched the Grant Application for that and it appears you have to show a need and submit your budget/bank statement/ ect.

New Business

- 1 Very few RSVPs for Paint 'n Sip at this time.
- 2 Board for Next Year needs to be set in a few months. In need of President Elect, Education and still waiting to hear back from Jackie about Secretary. Ed Rushton, Julie Collison and Delores Cante Henderson filled out the form asking for additional information. Bekah will reach out to them.
- 3 With Denny's remodel we have went looking for a new meeting location. Tower Lanes can accommodate us starting October 2016 to December 2017. We need to look at Emerald Queen Casino(Fife) and The Party Place in Sumner. The following were not feasible or could not accommodate us: Great American Casino, Ram of Puyallup, BJ's of Puyallup, Charlies, and Poodle Dog.

- 4 Whitworth Pest Solutions wants 20 minutes to speak on Bed Bugs at the August Meeting. Bekah is going to keep the Business Meeting portion short. Should not cut into Speakers time.
- 5 Bekah will reach out the Deborah and Kim at Fairway Mortgage to discuss what they are intending on doing with the Charity Funds of \$1000.00 and the events for the remainder of the year.

Meeting adjourned 1:00 p.m.

Next Meeting: July 28th, 2016 at French Hen on Steilacoom Blvd at 11:30 a.m.

Respectfully submitted by: Rebekah Hermansen

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 competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers

PIERCE COUNTY CHAPTER

Board Meeting Minutes for July 28, 2016

Meeting was called to order at 11:30 a.m. on July 28, 2016 at French Hen on Steilacoom Blvd by President, Rebekah Hermansen

Board members in attendance:

Bekah Hermansen – President Steve Williams-1st Vice President Dick Johnson – 2nd Vice President
Kim Mulligan – Treasurer Jim Henderson – Affiliate/Legislative Committee
Dorothy Zarelli – Past-President

Members absent:

Jackie Hummel – Secretary

Others in attendance: Alberto Dominguez

Agenda

President – Rebekah Hermansen

1st Vice President – Steve Williams – Education Report on upcoming class and meeting speaker

2nd Vice President – Dick Johnson – Membership – No report

Secretary – Jackie Hummel – not in attendance (Dorothy Zarelli took minutes)

1. June Minutes – Motioned and Approved.

Treasurer – Kim Mulligan

1. Treasurer's report – To be revised and accepted at membership meeting

Past President: Dorothy Zarelli

Committee Reports: Jim Henderson

1. Legislation – No report.
2. Affiliates – No report.

Old Business

- 1) Paint & Sip, Raffle ticket for \$100 gift cert will be given away with raffle ticket
- 2) Update on membership Meeting Location ideas: Farrelli's in Sumner has a good meeting room, private. There is a room cost besides about \$9 per person food cost. Bekah and Dorothy will go to Emerald Queen to check it out
- 3) Flyer for Class Sept 8—Steve to do flyer
- 4) Membership Meeting Speakers: September (round table), October (wait until meeting location, November (Ask Shawn Mattingly about FSLA law),
- 5) Charity for August and others. Going to ask at membership meeting where group wants to spend money

New Business

- 1 August speaker confirmed
- 2 NW Regional costs including Chris Benis is \$321. \$145.33 coming back from original monies submitted.
- 3 National also wants each chapter to host a designation class. Discussion on how expensive that would be along with Roy's cost for clock hours.
- 4 Communications, Charity, Education, Membership Chairs: Discussion ensued. Bekah found somebody to do Charity and maybe communications. National wrote letter about volunteering. It was sent through gmail to everybody in chapter. Bekah also had a letter and will send out next week. She got no response from national's letter. Suggestion that it come from the whole

board. Suggestion was made that the chapter leave national affiliation and go on its own. Pressure from National to get people for positions is making it difficult to comply.

Meeting adjourned 1:30 p.m.

Next Meeting: August 25^h, 2016 at French Hen on Steilacoom Blvd at 11:30 a.m. Steve is in charge.

Respectfully submitted by: Dorothy Zarelli

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 competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

PC NARPM Board Meeting agenda for 8/25/2016 If you have anything else, please let me know.

Meet at French Hen, 3810 Steilacoom Blvd SW, Lakewood, 98499 at 11:30

Agenda

President: Rebekah Hermansen

Vice-President: Steve Williams

Vice-President: Dick Johnson

Secretary-Jackie Hummel, Board Meeting Minutes taken by Dorothy Zarelli.

Treasurer-Kim Mulligan, Treasurer's Report. Previously approved.

Past-President—Dorothy Zarelli, MPM, RMP

Vendor Committee--Jim Henderson

Old Business:

1) September 8th Clock Hour Class - Everything set for class. Are we providing food/snacks or are vendors?

New Business:

- 1) New Location for membership meetings - Emerald Queen Casino and Hotel 5700 Pacific Highway E Fife, WA 98424. Our contact is Maranatha Osborne
maranatha_osborne@emeraldqueen.com 888-820-3555x3214
 - 1) Easiest entrance is to park in the South side of the parking garage (nearest freeway) and enter door closest freeway as well. The Buffet will be right there.
 - 2) Everyone will check in at the cashiers (you have to walk passed) and let them know they are with Pierce County NARPM. Once everyone is seated and they have a head count we will be able to get food. This will prove to be a challenge but hopefully we will be able to come up with a smooth process
- 2) September speaker confirmed? Evictions / Sheriff Department. Update them on location change please.
- 3) September guest - Melissa Sharone with First Rate Property Management in Idaho - NW Region Ambassador
- 4) Dorothy has volunteered to swear in the new board in September.
- 5) November Membership meeting is the 3rd Thursday (17th). Do we want to have board meeting before, after or a different day?
- 6) Can Pierce County NARPM get a debit card to utilize for paying Emerald Queen Casino?

Reminder Next Board Meeting is August **25, 2016**

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.

PC NARPM Board Meeting agenda for 9/22/2016 If you have anything else, please let me know.

Meet at French Hen, 3810 Steilacoom Blvd SW, Lakewood, 98499 at 11:30

Agenda

President: Rebekah Hermansen

Vice-President: Steve Williams

Vice-President: Dick Johnson

Secretary-Jackie Hummel, Board Meeting Minutes

Treasurer-Kim Mulligan, Treasurer's Report. Previously approved.

Past-President—Dorothy Zarelli, MPM, RMP

Vendor Committee--Jim Henderson

Old Business:

- 1) September 8th Clock Hour Class Report on cost -Kim
- 2) New Location. What went well? What needs work?
 - a. Bekah will contact Maranatha and find out about remodel and if it effects October meeting.
- 3) NARPM Review
 - a. I do not know if we find out about our review or if it just goes to National. It was very interesting to hear her comments on our chapter and how much she learned, even down to committee reports and agendas
- 4) Board Member Dues and Expectations - **setting the expectations with the new board members about attendance at both the general and board meetings (make sure they know they have to attend both pretty much all the time in order to get the free lunch at membership meetings). Pay each month for the rest of the year or prorated amount prepaid.**

New Business:

- 1) October meeting –Round Table / Open Discussion - how are we going to run this meeting? Do we need to have a different set up? – Kim has list of questions/topics of discussion
- 2) October and November Board Meeting dates. Depending on how many are missing, leave October the same and change November? October membership meeting might be RSVP and in a different room. November I do not see them having a problem with us staying after, I will double check though.
- 3) Wording in minutes to update bank account starting January 1st. Need to Add Steve as President to bank account and remove Bekah.
- 4) Start Calendar for 2017
 - 1) Vendor spotlight? Adjust speaker time?
- 5) Charity. \$100.00 left in budget. Food Bank email should go out, they are finalizing date for October. November/December Toys for Tots collection.
- 6) Username and Password for App?
- 7) Fair Housing for Vendors?

Reminder Next Board Meeting is tbd

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.

PC NARPM Board Meeting agenda for 10/13/2016 If you have anything else, please let me know.

Meet at Emerald Queen Casino 5700 Pacific Highway Fife, WA at 1:00pm

Agenda

President: Rebekah Hermansen

Vice-President: Steve Williams

Vice-President: Dick Johnson

Secretary-Jackie Hummel, Board Meeting Minutes taken by Turena Koontz

Treasurer-Kim Mulligan, Treasurer's Report. Previously approved.

Past-President—Dorothy Zarelli, MPM, RMP

Vendor Committee--Jim Henderson

Old Business:

- 1) November Board Meeting – November 17th after Membership Meeting at Emerald Queen Casino 1pm
- 2) Update on 2017 Calendar - Alberto
- 3) Update on Membership Dues – are people paying? - Kim

New Business:

- 1) November Membership Meeting – Shawn Mattingly
- 2) Christmas Party
- 3) Meeting with RHA – Day on the Hill February 8, 2017
- 4) Need to start working on Budget for 2017, Kim to bring to November Meeting. Let Kim know if there is anything you would like to see added or that you need input into the budget. (Education, Charity, RHA)
- 5) Chapter Excellence
- 6) Kim, Steve, Dorothy, Dick, Jackie, Bekah – If you are attending the National Convention please email Kim your paid registration so that she can figure out board travel

Reminder Next Board Meeting is November 17th, 2016

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.

PC NARPM Board Meeting agenda for 11/17/2016 If you have anything else, please let me know.

Meet at Emerald Queen Casino 5700 Pacific Highway Fife, WA at 1:00pm

Agenda

President: Rebekah Hermansen

Vice-President: Steve Williams

Vice-President: Dick Johnson

Secretary-Jackie Hummel, Board Meeting Minutes

Treasurer-Kim Mulligan, Treasurer's Report. Previously approved. Past-President—Dorothy Zarelli, MPM, RMP

Vendor Committee--Jim Henderson

Old Business:

- 1) Update on 2017 Calendar – Alberto – Need printed and handed out at December Meeting
- 2) Christmas Party– Tabled from last meeting
- 3) RHA Donation– Tabled from last meeting
- 4) Sponsoring kids/families for Christmas – Tabled from last meeting

New Business:

- 1) Budget for 2017, Kim to bring to November Meeting. Let Kim know if there is anything you would like to see added or that you need input into the budget.
- 2) Leadership Training – Steve
- 3) Designation Class – Alberto
- 4) Vendor Fair Location
- 5) Distributed the calendar to Emerald Queen Casino and French Hen

**Reminder Next Board Meeting is January 5th, 2017
(Congratulations Steve!!!)**

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
P I E R C E C O U N T Y C H A P T E R

December 15, 2016
Emerald Queen Casino and Hotel
Pacific Rim Buffet

5700 Pacific Hwy E
Fife, WA 98424

11:30 AM – 1:00 PM

Network Buffet time: 11:00am to 11:30am

TOPIC: White Elephant Gift Exchange

Christmas Party

*** Please join in the fun. Bring a wrapped white elephant gift (max \$20.00)**

*** Donations for Toys for Tots will be collected, bring unwrapped toys**

*** Raffle tickets will be given away for additional chances to win gifts**



Members (manager or affiliate) \$20, Non-Members \$30,
Members with prepaid dues \$0 Lunch is Included
Cash or Check Only. No Credit or Debit Cards.

www.piercecounty.narpm.org





Membership Meeting Minutes for March 17, 2016

Meeting was called to order at 11:30 a.m. on March 17, 2016 at Tower Lanes 6323 6th Ave, Tacoma, WA 98406 by President, Rebekah Hermansen

Board members in attendance:

Bekah Hermansen – President Steve Williams – 1st Vice President
Dick Johnson – 2nd Vice President Kim Mulligan – Treasurer
Dorothy Zarelli – Past President

Absent: Jackie Hummel Secretary=

Membership Introductions

Monthly Review of NARPM Code of Ethics –

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC 1-6 – 1-10

1st Vice President – Steve Williams – Education – Class in March was cancelled. Information on the clock hour class for June will be coming soon.

2nd Vice President – Dick Johnson – Membership – New member Marie Pettie with Safe Harbor Property Management

Secretary – Jackie Hummel – not in attendance

1. Minutes – Did not see them come across email. We will place on file in April.

Treasurer – Kim Mulligan

1. Treasurer's report – Will be sent out and we will place on file in April.

Past President: Dorothy Zarelli

Committee Reports: Jim Henderson

1. Legislation – Jim explained the Tenant Screening Portal Bill and the 21 Security deposit change. It has been passed and is waiting on the Governor's signature.
2. Affiliates – Announced One Call and Cedar Creek as new affiliates. Both in attendance.

Old Business

- 1) Clock Hour Class March 10th – Cancelled due to not enough attendees.

New Business

- 1) 28th Annual NARPM Convention and Trade Show at the Grand Wailea Resort. October 19th - 21st
- 2) With our new bylaws we have to have our board in place early, the vice president position will turn into a President Elect. The President Elect will serve 1 year as President Elect, 1 year as President and 1 year as Past President. If you are interested in joining the board as President Elect, Treasurer, Secretary, Membership Chair, Coordination Chair or Communication Chair please let us know. If you are interested in running as President - you must have already served on Board in the past. **We welcome Competition!!!**

Topic: Vendor Speed Dating

Meeting adjourned 1:20 p.m.

Next Meeting: April 21st, 2016 at Denny's in Puyallup at 11:30 a.m.

Respectfully submitted by: Rebekah Hermansen

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 competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.