



Confirmation

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 911704070
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520200363467190
- **Filing Status Date:** 02-05-2020
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

1/16/2020

Account Balances - As of 1/16/2020

Account	1/16/2020 Balance
Bank Accounts	
PC Narpn XX8601	13,692.63
TOTAL Bank Accounts	13,692.63
<hr/>	
OVERALL TOTAL	13,692.63

1/16/2020

Banking Summary
12/31/2017 through 1/16/2020

Page 1

Category	12/31/2017- 1/16/2020
INCOME	
Affiliate Dues	8,466.44
Chapter Incentive	-525.53
Meeting Income	3,360.00
Membership Dues	7,701.00
TOTAL INCOME	19,001.91
EXPENSES	
Uncategorized	880.16
Board Retreat	768.35
Charity	1,186.18
Christmas party	814.59
Education	433.73
Fees & Charges	20.00
Bank Fee	50.00
TOTAL Fees & Charges	70.00
Gifts & Donations	78.99
Leadership Conf	1,737.05
Lunch Meeting	8,375.66
Meeting Speaker	935.97
National Conf Reg	2,425.00
Office	196.11
State Conf Table Sponsor	567.00
State Conference Reg	1,480.00
Vendor Fair	2,196.20
TOTAL EXPENSES	22,144.99
OVERALL TOTAL	-3,143.08

Expense	2020 Budget	Actual	
National Convention Fees	\$1,500.00		
National Board Travel	\$1,000.00		
WA State Convention Fees	\$800.00	1000	
WA State Board Travel	\$0.00		
Leadership Airfare & Travel	\$1,000.00		
Charity	\$1,000.00		
Christmas Party	\$1,000.00		
Education	\$2,500.00		
Legislative Donation	\$500.00		
Luncheon Fees & Guest Visit	\$6,000.00		
Monthly Drawing/ \$25 Gift Card	\$250.00		
Vendor Fair/Appreciation	\$1,700.00	2077	
Office Expenses	\$250.00		
Board Retreat	\$250.00		
Social Event	\$1,250.00		
WA State Chapter table sponsor	\$400.00		
Total:	\$19,400.00	\$3,077.00	

Income	Budget	Actual	
Affiliate Membership & Lunch Fees	\$10,500.00	\$2,250.00	
Meeting Income	\$2,500.00	\$145.00	
Membership Dues	\$4,000.00	\$206.75	
Education	\$2,500.00		
Social Event	\$500.00		
Total:	\$20,000.00	\$2,601.75	

2019 Pierce County NARPM Chapter Calendar

Luncheon 11:30 am to 1:00 pm

Networking from 11:00am to 11:30am

Location of Meeting: **Emerald Queen Casino and Hotel 5700 Pacific Highway E. Fife, WA
98424 in the Pacific Rim Buffet**

Website address: piercecounty.narpm.org

<u>Date</u>	<u>Activity</u>
January 17	<u>Topic:</u> Tax Preparation <u>Speaker:</u> Shawn Mattingly, Weinand and Associates CPA'S
January 24	<u>Spotlight</u> Board Meeting
January 27	Day on the Hill
<hr/>	
February 21	<u>Topic:</u> Vendor Fair <u>Location:</u> <u>Spotlight</u>
February 25 - 27	Broker/Owner Las Vegas Mirage Resort
February 28	Board Meeting
<hr/>	
March 21	<u>Topic:</u> Pierce & Tacoma Housing Programs <u>Speaker:</u> TBD <u>Spotlight:</u>
March 28	Board Meeting
<hr/>	
April 11	<u>Topic:</u> Police Department <u>Speaker:</u>
April 16 – 18	Washington State Conference <u>Spotlight:</u>
April 25	Board Meeting
<hr/>	
May 16	<u>Topic:</u> Different types of insurance for businesses, property Managers and Landlords <u>Speaker:</u> Ryan Stueber, ProShield Insurance <u>Spotlight:</u>
May 23	Board Meeting
<hr/>	
June 20	<u>Speaker:</u> <u>Topic:</u>
June 27	Board Meeting:
June	Clock Hours: 1031 Exchange <u>Location:</u>

July	Board Retreat Social Event
August 15	<u>Topic:</u> Out of Town Speaker <u>Speaker:</u>
August 22	<u>Spotlight:</u> Board Meeting
September 19	<u>Topic:</u> Retirement <u>Speaker:</u> Mark Mattingly
September 26	Board Meeting
Charity Month September	Clock hours: Lyle Crews
October 10	<u>Topic:</u> <u>Speaker:</u>
October 15 – 18	National Convention Phoenix, Arizona
October 24	Board Meeting
November 14	<u>Topic:</u> Legislative Update <u>Speaker:</u> Heather Pierce, RHAWA
November 21	Board Meeting
November	Designation Clock Hours:
December 19	Christmas Party



National Association of Residential Property Managers

Membership Meeting agenda for 4/11/2019

Location: Emerald Queen Hotel & Casino 5700 Pacific Highway E Fife

Time: 11:30am - 1:00pm



National Association of Residential Property Managers

Membership Meeting agenda for 06/20/2019

Location: Emerald Queen Hotel & Casino 5700 Pacific Highway E Fife

Time: 11:30am - 1:00pm

Reminder Next Membership Meeting is August 15, 2019

Article 5: CARE OF MANAGED PROPERTIES

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

STANDARDS OF PROFESSIONALISM

5-1 The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

5-2 The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

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National Association of Residential Property Managers

Membership Meeting agenda for 08/15/2019

Location: Emerald Queen Hotel & Casino 5700 Pacific Highway E Fife

Time: 11:30am - 1:00pm

Call To Order

Monthly Review of NARPM Code of Ethics

Article 6: CARE OF MANAGED PROPERTIES

Landlord Mitigation Reg.
Active 60 day notice

Introductions

President: Lyle Crews

President Elect: TBD

Secretary: Jullie Collison

Treasurer: Carrie Jakeiman-Swofford

Past President: Steve Williams

Committee Reports:

Vendor Committee: Brian Harding

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Membership: Kirsten Harmon-Stewart

Charity: Megan McCormick

Selling or moving but in 20 days
Income 60 day notice

Old Business:

- 1) President Elect Position

New Business:

- 1) Summer/Fall Social - Boat Ride - Moved to September 11, 2019

Today's Speaker:

Jim Henderson

Topic: The new Washington State Landlord Tenant Laws, covering 14 day pay or vacate, 60 day Rent Increases, Judicial Eviction Reinstatement and payment plans, 120 day notice to vacate on

75-90 days to when lease or tenancy review



National Association of Residential Property Managers

Membership Meeting agenda for 011/14/2019

Location: Emerald Queen Hotel & Casino 5700 Pacific Highway E Fife

Time: 11:30am - 1:00pm

Call To Order

Monthly Review of NARPM Code of Ethics

Article 10: TRUTH IN ADVERTISING

Introductions

President: Lyle Crews

President Elect: Jodie Williams**

Secretary: Jullie Collison

Treasurer: Carrie Jakeiman-Swafford

Past President: Steve Williams

Committee Reports:

Vendor Committee: Brian Harding

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Membership: Kirsten Harmon-Stewart

Charity: Megan McCormick

Old Business:

- 1) Arizona Convention

New Business:

- 1) Officers
- 2) Holiday Party

Handwritten notes:

Arizona Convention
 Lyle Crews
 Jodie Williams
 Jullie Collison
 Carrie Jakeiman-Swafford
 Steve Williams
 Brian Harding
 Stephanie Elguera
 Stephanie Elguera
 Kirsten Harmon-Stewart
 Megan McCormick



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

Board Meeting Minutes

January 25, 2019

Meeting was called to order at. on at by President, Lyle Crews at the Black Bear Diner

Board members in attendance:

President: Lyle Crews
President Elect: *Unfilled*
Secretary: Julie Collison
Past-President: Steve Williams *absent*
Education: Stephanie Elguera
Treasurer: Carrie Jakeman-Swofford
Membership: Kirsten Harmon
Charity: Megan McCormick *Absent*
Legislative: Unfilled
Vendor Committee: Brian Harding *Absent*

President – Lyle Crews-Went over some duties of the president and the board. We all are to log onto the National website and see what the tools offer.

Secretary – Julie Collison

Treasurer – Carrie Jakeman-Swofford

1. Board Incentives: A motion was made by Kirsten Stewart, seconded by Julie Collison and passed the the Board Members continue to have their Pierce county dues paid by NARPM. A motion was made by Julie Collison and seconded by Stephanie that the current board members be reimbursed their PC dues which they already paid.
2. Lyle to check on some other questions regarding board incentives.
3. The 2019 Budget was Presented and discussed. It was moved to approve by Julie C and seconded by Kirsten and passed. The budget will be posted on the Narpm website.

Past President: Steve Williams absent

Old Business

1. Day on the Hill is January 31st. Email was sent out with the details of how to sign up. It's not too late to sign up. Stephanie, Carrie and Kirsten are going.
2. Vendor Fair is Feb. 21st and be watching your email.

New Business

1. We need someone to help with checking the NARPM email which Becca has been doing. A communication chairperson.
2. We need a new legislative chairperson too.
3. We really need a president elect. Your local dues are covered by your board.
4. Lyle said they need volunteers to the Regional Convention in Spokane.

Meeting adjourned at 1:30PM.

Next Meeting: February 28 2019

Respectfully submitted by: Julie Collison Your honorable secretary

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Board Meeting Minutes

February 28, 2019

Meeting was called to order at 11:35am by President, Lyle Crews at the Black Bear Diner

Board members in attendance:

President: Lyle Crews
President Elect: *Unfilled*
Secretary: Julie Collison
Past-President: Steve Williams *absent*
Education: Stephanie Elguera
Treasurer: Carrie Jakeman-Swofford
Membership: Kirsten Harmon
Charity: Megan McCormick *Absent*
Legislative: Unfilled
Vendor Committee: Brian Harding *Absent*

President – Lyle Crews-check out the NarpM website for email to entire group or affiliates.

Secretary – Julie Collison Kirsten made motion Stephanie seconded, minutes were approved

Treasurer – Carrie Jakeman-Swofford

1. Vendor renewals are \$125 from March 2019 onward. Vendors do not pay National dues. They pay the local fee of \$125 plus their own lunch fees.
2. Dues are paid in May for the entire calendar year. Prior board members are to be charged for their renewal dues for January thru May. Current board members that have prepaid will get reimbursed for January to May dues that they have already paid.

Education - The March speaker has changed to Nicolas Yuva with the Washington State Landlord Mitigation fund and also Tony Lewis to speak regarding the Pierce County Mitigation Fund.

Past President: Steve Williams absent

Old Business

1. Vendor Fair was a success. There was some discussion regarding not enough time to talk to vendors and perhaps extending the meeting time, or eating after visiting with the vendors.
2. Day on the Hill was discussed and it was felt that our voices were heard. Lyle Crews spoke for two days to the legislators. We do need a legislative person since Jim is no longer doing this.
3. Strategic Plan-Lyle will be working on this. We do not have one in place at this time.

New Business

1. Upcoming Washington State Conference-We have agreed to sponsor a table by providing a gift basket. We have \$150 in the budget for this. Kirsten moved and Julie seconded the motion that we do this. Carrie has volunteered to prepare the basket and bring to convention.
4 registration reimbursements of \$195 were given out at the Vendor fair. Registration is \$195 if you book by March 25, then it goes up to \$250. April 16 and 17 are classes and the conference is April 18th.

- April Membership meeting will be a week sooner, on April 11, due to conference.
2. The new member process was discussed and there are tools on the NARPM website that can be used.
 3. Discussion regarding a July event such as a Rainier's game with a party deck.
 4. Chapter compliance paperwork: Lyle to talk to Steve Williams regarding getting this done.

Meeting adjourned at 1:30PM.

Next Meeting: March 28, 2019

Respectfully submitted by: Julie Collison Your honorable secretary

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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

Board Meeting Minutes

Date: May 23 2019

Meeting was called to order at 11:41am on May 23 2019 by President Lyle Crews at the Black Bear Diner

Board members in attendance:

President: Lyle Crews
President Elect: *Unfilled*
Secretary: Julie Collison
Past-President: Steve Williams
Education: Stephanie Elguera
Treasurer: Carrie Jakeman-Swofford
Membership: Kirsten Harmon
Charity: Megan McCormick *Absent*
Legislative: Unfilled
Vendor Committee: Brian Harding

President – Lyle Crews-

Secretary – Julie Collison -Kirsten Stewart moved to approve the minutes and Steve Williams seconded. April minutes are approved

Treasurer – Carrie Jakeman-Swofford-Julie moved to approve the financial report, Kirsten seconded and the April financial report is approved

Past-President: Steve Williams has nothing to report

Education-Stephanie Elguera-Next presenter is Dave Parkhurst, Customer Relations Manager with Greenhaven Interactive. Topic to be digital marketing presentation which includes customer service and how to use the internet to market our businesses.

Stephanie has been approached by the King County chapter to host a joint class. Lyle to work with Stephanie on this.

Membership: Kirsten Stewart-one new vendor applicant, three attended the last meeting. She will continue to post on Facebook. We need to emphasize new property managers to join.

We are validating that we will continue to not charge guests for the first time they visit.

Vendor Committee: Brian Harding, one new application, three new visitors last year. Need to plan the Vendor Fair and have a date set by January. And we should consider the date so that we do not complete for those going to State.

Legislative: Stephanie has volunteered to continue to monitor and report on the legislative issues.

Old Business: Vendor Presentation (Ryan Stueber) insurance) at the meeting.

New Business:

1. Upcoming speaker is as shown up above in Education
2. Summer Events: Stephanie has researched the Tacoma Rainiers and gave prices. Could be \$40 per person. Lyle to research the boat trip he mentioned in the membership meeting.
3. President Elect Position was discussed. We need to fill this seat soon.
4. Visit from our Ambassador-Stacy Slayer at our next meeting. Be sure and say hello~!

Meeting adjourned at 12:30PM

Next Meeting: June 27, 2019

Respectfully submitted by: Julie Collison Your humble secretary

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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

Board of Directors Minutes

March 28, 2019

Location of Meeting: Black Bear Diner

List of Officers & Directors Present:

President: Lyle Crews 253-353-4060

President Elect: *Unfilled*

Secretary: Julie Collison 253-906-8751

Past-President: Steve Williams 253-261-5027*absent*

Education: Stephanie Elguera 253-230-3548

Treasurer: Carrie Jakeman-Swafford 253-224-5877

Membership: Kirsten Harmon Stewart 253-691-8771

Charity: Megan McCormick *Absent*

Legislative: Unfilled

Vendors: Brian Harding 253-255-9204

List of Guests Present: None

Welcome and Call to Order

President Lyle Crews called the meeting of the Pierce County Chapter of the National Association of Residential Property Managers to order at 11:50A on March 28, 2019.

Roll Call

Roll call was given and a quorum was present at the meeting

Secretary- Minutes Kirsten motion and second by Stephanie. Approved.

Treasurer's Report

Board of Directors were to review the April financial report for the organization. Tabled til next meeting to vote on when copy provided.

Membership:

Discussed professional membership. Payment of PC dues is now an option to pay in advance or pay at each lunch attended. There are national members that do not pay local dues and also do not attend meetings. Lyle assigned Kirsten to talk to Becca re how it's worked in the past.

It was discussed that we are growing out of our space. Kirsten to start doing fb events for each meeting to announce upcoming speakers.

Education

Stephanie has police officer scheduled for next meeting.

This months speakers shared valuable info regarding landlord mitigation.

Old Business

Chapter Compliance paperwork is to be prepared by Steve. Lyle to follow up with him.

Lyle to follow up regarding creating a strategic plan.

New Business

Discussion regarding attendance and membership growth may require a larger meeting space at some time in the near future.

Discussion regarding sharing the value of belonging to Narpm.

Lyle requests that each board member send him an email after each membership meeting telling him what they got out of the meeting. He will compile them and share with the membership.

Carrie has been planning the table sponsorship at the State Convention.

Becca is still the communication person for our pcnarpm email. Someone needs to take it over.

Lyle to follow up on a July Rainier's game for a summer fun event.

No further business to come before the directors, the meeting was adjourned.

Julie M. Collison

Julie M. Collison
Chapter Secretary

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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

Board Meeting Minutes

Date: April 25, 2019

Meeting was called to order at Black Bear Diner on 11:38AM at by President Lyle Crews at the Black Bear Diner.

Board members in attendance:

President: Lyle Crews
President Elect: *Unfilled*
Secretary: Julie Collison
Past-President: Steve Williams *absent*
Education: Stephanie Elguera
Treasurer: Carrie Jakeman-Swofford
Membership: Kirsten Harmon *Absent*
Charity: Megan McCormick *Absent*
Legislative: Unfilled
Vendor Committee: Brian Harding

President – Lyle Crews-

Secretary – Julie Collison. It was moved by Stephanie to approve the minutes, seconded by Carrie. Approved.

Treasurer – Carrie Jakeman-Swofford It was moved by Julie to approve the April and March treasurer's report, Seconded by Stephanie. Approved

Membership - Kirsten Stewart - absent- She will create a fb event for our next meeting and invite other property managers.

Vendor Committee: Brian has no new report.

Charity Event: Potential dates Friday Aug 16 or Nov 1 from 12-3:30 packing party with EFN on 9nd. Need 8-15 volunteers. Mark your calenders!

Education - Stephanie Elguera -Ryan Stuber with PNW Insurance to give presentation at the May membership meeting.

Old Business: Chapter Compliance-Steve has turned the information in to National. Review Washington State Conference. Discussion of possible improvements for next year regarding table sponsorships communication.

New Business: Ryan Stuber with PNW Insurance to give presentation at the next meeting.

Summer Event(s): Rainiers game or boat ride, Lyle to follow up on boat ride. Stephanie to follow up on Rainiers game. It was suggested that it be a family event.

Meeting adjourned at 12:22pm

Next Membership Meeting: May 16, 2019 at Emerald Queen Casino

Next BOD Meeting: May 23, 2019 at Black Bear Diner

Respectfully submitted by: Julie Collison Your humble secretary

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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

Board Meeting Minutes

Date: June 27, 2019

Meeting was called to order at 11:40am at by President Lyle Crews at the Black Bear Diner

Board members in attendance:

President: Lyle Crews

President Elect: *Unfilled* Steve Williams to ask for a volunteer.

Secretary: Julie Collison. Board meeting Minutes were sent out. Stephanie moved to approve, Steve seconded and they were approved. Membership meeting minutes from May were approved at the June membership meeting.

Past-President: Steve Williams reported on efforts to seek a President Elect.

Education: Stephanie Elguera reported regarding Jim Henderson may come in August to discuss the new laws that come into effect on July 1. She's to investigate clock hour classes.

A joint class with King County chapter re: Intro to Maintenance class is being planned for Sept or November. National will get back regarding a date.

Treasurer: Carrie Jakeman-Swofford *absent* Continuing to collect from vendors. The May treasurer's report was approved at the June membership meeting.

Membership: Kirsten Harmon Discussed making calls to members encouraging them to come to the meetings, especially the vendor fair. It was brought up that perhaps we can get a list of property managers that we can contact to share NARPM with them. She has been getting more contact from vendors regarding membership. She has been posting our meetings on our facebook page. She will com

Charity: Megan McCormick *Absent*

Legislative: Stephanie has graciously agreed to report about legislative issues.

Vendor Committee: Brian Harding Need to secure a venue for the Vendor Fair. A change in the time of year was considered. It was discussed to include a membership drive with the Vendor Fair. Marketing the vendor fair a few weeks prior and maybe a \$500 gift certificate being offered will help.

Old Business--President Elect Position-Steve Williams to ask specific people in person.

New Business

1. Summer event is July 18th, Mark your calenders quickly!

A boat trip on the vessel, My Girl. A committee is working on this. Food will be provided. There will be a no host bar with beer and wine. 4:30pm to meeting, on the water by 5:30. \$35 per person. Use Eventbrite to invite folks and pay in advance. Maximum of 50 people can be accomodated. We will be asking for sponsors to help support the event. 4

Sponsorships at \$200 each. The Plumbing and Drain Company will sponsor, thanks Brian!

It is felt that we need to plan better for the events for next year, rather than waiting til the last minute. Vendor Fair, Christmas Party, Designation Classes, Clock hour classes, etc.

Meeting adjourned at 1:14PM

Next Meeting: August 22, 2019

Respectfully submitted by: Julie Collison Your humble secretary

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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

Board Meeting Minutes

Date: November 21, 2019

Meeting was called to order at 11:33 am at by President Lyle Crews at the Black Bear Diner

Board members in attendance:

Lyle Crews, Jodi and Steve Williams, Carrie Jakeman, Stephanie Elguera, Julie Collison

President: Lyle Crews . This is the last board meeting for the year. No meeting next month.

President Elect: Jodi Williams

Secretary: Julie Collison. Julie was absent and reconstructed the October Board meeting Minutes which she will send out after this meeting along with notes from Jodi that she took as she attended the meeting.

Past-President: Steve Williams reported on efforts to seek a President Elect.

Treasurer: Carrie Jakeman-Swofford She is working on the budget. Discussed Charity-We are raising money and toys for Tots is our fundraiser at our Christmas party. we have \$1000 in the budget. Food Bank Spanaway, Toys for Tots, Rotary sponsorship for auction, Kappa scholarship fund, housing to be \$200 each. Kirsten made motion and seconded by Stephanie and it was approved. It was mentioned that a form could be created that would be filled out and sent in for our records for next year. The Sept and Oct. treasurer's report was sent out to the membership. -- Julie moved to approve, Stephanie--seconded. Treasurer's report for Sept. and Oct. was approved.

Membership: Kirsten Stewart

Community Outreach: Megan McCormick *Absent*

Education and Legislative: Stephanie Elguera-Designation class had 8, 4 from PC Chapter and 4 from KC Chapter. Good class. She'll research getting clock hours for this next year. She's preparing questionnaires for our strategic planning meeting.

Vendor Committee: Brian Harding reported on vendor fair. Going to be a the Great American Casino. February meeting with be replaced with vendor fair. Discussed speed rounds of 3 minutes increasing by a minute or two and offering a drawing for large dollar amount.

Discussed opening it up to other property managers and possibly making it a membership drive.

Old Business: Elections were held and the following were elected.

President Elect: Jim Henderson

Secretary: Julie Collison

Treasurer: Carrie Jakeman

Education and Legislative: Stephaie Elguera

New Business:

Jodi discussed the National NARPM leadership training in San Antonio that she and Jim Henderson went to. She is excited about her year and has a presidential strategic planning meeting set up December 10th from 10-3pm. This will be to plan for the upcoming year. Washington State chapter is hiring Jim Henderson to be a lobbyist for our group and will be able to disburse legislative info to all of the state chapters. She discussed sending out a survey to the members for topics and feedback. A change is meeting day/time was also discussed. Jodi wants us to use name tags.

Christmas party: we will be getting narpm name tags. Julie to research prices and this could be the Christmas gift to the membership and Jodi to send list of names.

Meeting adjourned at --12:50 PM

Next General Membership Meeting: The party will be at our next meeting. December 19th at Emerald Queen.

Next Board Meeting: January 16, 2020

Respectfully submitted by: Julie Collison Your humble secretary

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National Association of Residential Property Managers

2019 -Chapter Officers

President – Lyle Crews

President Elect – Jodi Williams

Treasurer – Carrie Jakeman-Swofford

Secretary – Julie Collison

Past President – Steve Williams

Committees

Vendor – Brian Harding

Education/ Legislation – Stephanie Elguera

Membership – Kirsten Harmon Stewart

Charity – Megan McCormick

Pierce County Chapter held a vote for elections in September of 2019 and the results were the following:

President: Jodi Williams

President Elect: Jim Henderson

Past president: Lyle Crews

Treasurer: Carrie Jakeman Swafford

Secretary: Julie Collison

Membership: Kirsten Harmon Stewart

Education: Stephanie Elguera

Legislative chair: Stephanie Elguera

Affiliate Chair: Brian Harding

Community Outreach chair: Megan McCormick and Melissa Culver



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

Board Meeting Minutes

Date: November 21, 2019

Meeting was called to order at 11:33 am at by President Lyle Crews at the Black Bear Diner

Board members in attendance:

Lyle Crews, Jodi and Steve Williams, Carrie Jakeman, Stephanie Elguera, Julie Collison

President: Lyle Crews . This is the last board meeting for the year. No meeting next month.

President Elect: Jodi Williams

Secretary: Julie Collison. Julie was absent and reconstructed the October Board meeting Minutes which she will send out after this meeting along with notes from Jodi that she took as she attended the meeting.

Past-President: Steve Williams reported on efforts to seek a President Elect.

Treasurer: Carrie Jakeman-Swofford She is working on the budget. Discussed Charity-We are raising money and toys for Tots is our fundraiser at our Christmas party. we have \$1000 in the budget. Food Bank Spanaway, Toys for Tots, Rotary sponsorship for auction, Kappa scholarship fund, housing to be \$200 each. Kirsten made motion and seconded by Stephanie and it was approved. It was mentioned that a form could be created that would be filled out and sent in for our records for next year. The Sept and Oct. treasurer's report was sent out to the membership. -- Julie moved to approve, Stephanie--seconded. Treasurer's report for Sept. and Oct. was approved.

Membership: Kirsten Stewart

Community Outreach: Megan McCormick *Absent*

Education and Legislative: Stephanie Elguera-Designation class had 8, 4 from PC Chapter and 4 from KC Chapter. Good class. She'll research getting clock hours for this next year. She's preparing questionnaires for our strategic planning meeting.

Vendor Committee: Brian Harding reported on vendor fair. Going to be a the Great American Casino. February meeting with be replaced with vendor fair. Discussed speed rounds of 3 minutes increasing by a minute or two and offering a drawing for large dollar amount.

Discussed opening it up to other property managers and possibly making it a membership drive.

Old Business: Elections were held and the following were elected.

President Elect: Jim Henderson

Secretary: Julie Collison

Treasurer: Carrie Jakeman

Education and Legislative: Stephaie Elguera

New Business:

Jodi discussed the National NARPM leadership training in San Antonio that she and Jim Henderson went to. She is excited about her year and has a presidential strategic planning meeting set up December 10th from 10-3pm. This will be to plan for the upcoming year. Washington State chapter is hiring Jim Henderson to be a lobbyist for our group and will be able to disburse legislative info to all of the state chapters. She discussed sending out a survey to the members for topics and feedback. A change is meeting day/time was also discussed. Jodi wants us to use name tags.

Christmas party: we will be getting narpm name tags. Julie to research prices and this could be the Christmas gift to the membership and Jodi to send list of names.

Meeting adjourned at --12:50 PM

Next General Membership Meeting: The party will be at our next meeting. December 19th at Emerald Queen.

Next Board Meeting: January 16, 2020

Respectfully submitted by: Julie Collison Your humble secretary

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