



National Association of Residential Property Managers

## CHAPTER COMPLIANCE 2023 – DUE MARCH 15, 2023

### C021 PIERCE COUNTY

Awarded Chapter in Review/Conditional Compliance 2023 for the following reasons:

- Vacant President-Elect position for 2023.

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### Levels of Chapter Recertification

#### **Full recertification**

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

#### **Chapter in Review (Amended 2022)**

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

#### **De-certification**

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023  
ATTENDANCE REQUIREMENTS MET in 2022**

**C021 PIERCE COUNTY**

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 4, 2022 Attendee(s): Jodi Williams

June 2, 2022 Attendee(s): Jodi Williams

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Jodi Williams

November 16, 2022 Attendee(s): Jodi Williams

Department of the Treasury  
Internal Revenue Service

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

2022

Open to Public Inspection

**A** For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOCIATION OF  
RESIDENTIAL PROPERTY MANAGERS****2115 S 56th St Suite 308,  
Tacoma, WA, US, 98409****D** Employee Identification  
Number **91-1704070****E** Website:**F** Name of Principal Officer: **Kathy Talerico****2115 S 56th St Suite 308,  
Tacoma, WA, US, 98409**

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**


<b>Expense</b>	<b>2023 Budget</b>	<b>Actual</b>	
National Convention Fees (1give aways)	\$500.00		
Regional Convention Fees (2 give away)	\$500.00		
National Board Travel	\$500.00		
Regional Board Travel	\$500.00		
Leadership Airfare & Travel			
Charity	\$1,000.00		
Christmas Party/gifts	\$750.00		
Education/Speakers	\$2,000.00		
\$500 RHA Donation	\$500.00		
Luncheon Fees & Guest Visit	\$3,500.00		
Monthly Drawing/ \$25 Gift Card x 4 meetings	\$100.00		
Vendor Fair/ Appreciation	----		
Office Expenses/ advertising -	\$200.00		
Board Retreat			
Social Event	\$1,000.00		
NARPM Chapter table	\$600.00		
Total:	<b>\$11,650.00</b>		
<b>Income</b>	<b>2023 Budget</b>	<b>Actual</b>	
Affiliate Membership & Lunch Fees	\$1800 prepaid		
Membership Dues	\$2200 prepaid		
Education			
Social Event			
Grant			
Total:	<b>\$4,000.00</b>	\$0.00	



Cash Flow - Last year  
1/1/2022 through 12/31/2022

Category	1/1/2022- 12/31/2022
<b>INFLOWS</b>	
Affiliate Dues	2,687.50
Chapter Incentive	770.00
Meeting Income	75.00
Membership Dues	2,223.75
<b>TOTAL INFLOWS</b>	<b>5,756.25</b>
<b>OUTFLOWS</b>	
Christmas party	1,731.26
Fees & Charges	60.00
Service Fee	20.00
TOTAL Fees & Charges	80.00
Gifts & Donations	
Charity	500.00
TOTAL Gifts & Donations	500.00
Lunch Meeting	2,991.08
Office	65.57
State Conf Table Sponsor	250.00
<b>TOTAL OUTFLOWS</b>	<b>5,617.91</b>
<b>OVERALL TOTAL</b>	<b>138.34</b>

## The PC NARPM Chapter Meeting

 Thursday, March 17, 2022  
9 am - 11:30 am

 PC NARPM

 Urban Elk at the Allenmore Golf Course  
2013 S Cedar St  
Tacoma, WA



# The PC NARPM Chapter Meeting

Thursday, June 16, 2022  
9 am - 11:30 am



PC NARPM



Urban Elk at the Allenmore Golf Course  
2013 S Cedar St  
Tacoma, WA







# PC NARPM MEET-UP at the PARK

**Host:**  
PC NARPM

**Event Date:**  
Thursday, Jul 21st, 2022

**Status:**  
Past Invitation

[Manage Invitation](#)

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# The PC NARPM Chapter Meeting

**Host:**  
PC NARPM

**Event Date:**  
Thursday, Sep 15th, 2022

**Status:**  
Past Invitation

[Manage Invitation](#)

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# Pierce County Chapter

## BOARD MEETING MINUTES

Date: Feb 10, 2022

Time: 11:00 AM - 12:00 PM

Location: Zoom Meeting

### **Members Present**

Jodi Williams (Chapter President), Jim Henderson (President Elect), Lyle Crews (Past President), Jamie Williams (Secretary), Carrie Jakeman-Swafford (Treasurer), Mark Melsness (Membership Chair), Stephanie Elguera (Education Chair), Lucy Fausto (Affiliate Chair)

### **Call to Order**

Reports as provided by -

President - Jodi Williams: casual meetup will be at Seven Seas on the 20th, 5 pm - 7 pm. Next reminder will update members that this is not hosted.

President Elect - Jim Henderson:

Past President - Lyle Crews:

Secretary - Jamie Williams:

Treasurer - Carrie Jakeman-Swafford:

Membership Chair - Mark Melsness:

Education Chair - Stephanie Elguera:

Affiliate Chair - Lucy Fausto: Absent

Community Outreach - Megan McCormick and Melissa Culver: Absent

### **Old Business:**

Quarterly meeting March 17th - Elks. Jodi will confirm with the speaker. Meeting 9-9:30 networking, 9:30 - 9:40 business, 9:40-10:40 speaker. Speaker \$250. Members need to RSVP.

### **New Business:**

Gift Cards and Affiliate Sponsorship: Still will do drawings for gift cards. Could also have affiliates sponsor a meeting so they could have 5 minutes to present about their company.

Jamie will be absent for the March 17th general membership meeting. Stephanie will take minutes.

**Meeting Adjourned:**

12:00 PM

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

In Attendance (Alphabetical Order):

Lyle Crews  
Melissa Culver  
Carrie Jakeman  
Mark Melsness  
Jamie Williams  
Jodi Williams

**BOD Zoom Meeting. Friday, September 9, 2022. 11.00 AM**  
*Call Meeting to Order: 11.04 AM*

**General discussion on:**

September 15, 2022 Event and Christmas Party

*September 15 Meeting*

- The meeting next week is good to go, 17 RSVPs in total, let's see who shows up
- Jodi will meet Jim to discuss next year's RSVP/Events, zoom meetings are an option.
- Urban Elks confirmed the location for next Thursday at 9 am.
- There won't be a raffle but just in case Carrie still has a Gas Card and Movie Tickets from the event at the park.
- Jodi will send the info with the topic and details to everyone again.
- She sent it as well to the new member, Donna Larsen.

*Christmas Party*

- Melissa tried to get the boat for the Christmas party but nothing materialized. Suggestions or thoughts are welcome.
- General suggestions on planning something for 30 people (last year's attendance) with a team-building dynamic like a white elephant gift exchange on a place to have some appetizers, drinks, and some sort of event.
- Possible venues to work on
  - McMenamins
  - Silver Cloud
  - Glass blowing experience
  - Tacoma Glass Museum

*\*\*Jamie volunteered to help Lyle with his Ph.D. fieldwork.*

*Meeting adjourned: 11.31 AM*



National Association of Residential Property Managers  
PIERCE COUNTY CHAPTER

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

Board of Directors Meeting

**Date: October 10, 2022. Time: 11am**

Location: Zoom

**In attendance (Alphabetical Order)**

Lyle Crews

Stephanie Elguera

Carrie Jakeman

Mark Melsness

Jodi Williams

**DISCUSSION/AGENDA**

**EXECUTIVE BOARD**

Call meeting to order at 11.10 am

**President: Jodi Williams**

- Planning event for December: Room for \$500, plus dinner, do 2 drink tickets each. - trivia or bingo and white elephant... Any other thoughts? Murder Mystery is an option. Schedule it during the first two weeks of December would be perfect. Budget around \$850 for event/gifts but it might change
- Looking for other people to step up for Treasurer. Mark will ask an accounting person who is very good at its at his office
- Growing profit through zooms and speakers, strategy for education in 2023
- Getting involved legislatively.
- Affiliates paying online next year. Some platform options to do that are PayPal and Venmo

**Past President: Lyle Crews**

**Secretary: Jamie Williams**

- Thank you for staying in 2023

**Financial/Treasurers Report: Carrie Jakeman Swafford**

- **Financial Report**
- **Looking for replacement**

## Committee/Chair Reports

### **President-Elect: Jim Henderson**

- Looking for an update for 2023.

### **Membership: Mark Melsness**

- Thank you for staying in 2023
- Mark will reach out to Shannen O'Dris

### **Education and Legislative: Stephanie Elguera**

- Looking for replacement

### **Affiliate: Melissa Culver**

- Thank you for staying in 2023
- Looking for a company for Trivia

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- General discussion around Evictions.
- 6 guests registered for the next weeks' event

Meeting Adjourned at 11.42 am



National Association of Residential Property Managers  
PIERCE COUNTY CHAPTER

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

Board of Directors Meeting

**Date: November 10, 2022. Time: 11 am**

Location: Zoom

**In attendance (Alphabetical Order)**

Stephanie Elguera

Jim Henderson

Carrie Jakeman

Jodi Williams

Jamie Williams

**DISCUSSION/AGENDA**

**EXECUTIVE BOARD**

Call meeting to order at 11.08 am

**President: Jodi Williams**

Agenda:

1) Discuss Holiday Party - Elks, Sam Allen rooms, type of food? Murder Mystery

*- Dinner and White elephant at the same location (Urban Elk Bar & Restaurant) around December 7-8, 2022.*

*- Jim will ask at the Golf Club and at the Yacht club about options for Christmas and Monthly Luncheons (3rd Thursday of every month). Will talk with Melissa after.*

2) Elections for next year: (President, Jim H - President-Elect, TBD - Secretary, Jamie Williams, Treasurer - Kathy Talerico, Membership - Mark Melsness, Affiliate Chair - Melissa Culver)

*- Currently working with Katie McNeely for this year's elections and will start planning that for next year, President-Elect is missing.*

*- There is no Education nor Legislative chairs/committees but getting the board is the highest priority*



3) I need topics for 2023 and information on location from Jim Henderson during a recent meeting.

- *General discussion around why dues are important to encourage people to attend the events and as a reminder of the importance of showing up.*
- *Same location and the same amount of people planned.*
- *Membership is still the same after some discussion around it based on the amounts of meetings and cost per month (Monthly meetings with July off are around 11 meetings so it is around \$9000 a year)*
- *Organizing to get online payments (PayPal, Venmo) and to get a Card reader to maybe accept payments at the door.*
- *General discussion around when to send the payment dues notice. Payments in advance are a must due to budget effective planning.*
- *3rd Thursday of the month to sync with King County's calendar.*
- *The mailing address needs to be updated to Mark's on the applications.*
- *Thinking about adding value to the local meeting agenda and dynamic, local legislative issues will be discussed during local meetings while other kinds of notices and information will be provided at the Washington State Chapter Meetings on Friday,*
- *Jim's proposal for future meetings calendar is:*
- *Start at the state level in January with the Legislative round and lunch and retake weekly meetings and regular program by February 1st.*

Meeting Adjourned at 11.54 am

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- 2       Jim Henderson - PRESIDENT

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  - 3       Jodi Williams - PAST PRESIDENT

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  - 4       Jamie Williams - Secretary

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  - 5       Treasurer - Kathy Talerico

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  - 6       Mark Melsness - Membership

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  - 7       Melissa Culver - Affiliate Chair

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  - 8       Stephanie Prosser - ( EVENT PLANNER )

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  - 9       Tony - TBD
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Date	Name	Email	Question 1: 1. President (one-year term)	Question 2: 2. President-Elect (Vice President) (one-year term)	Question 3: 3. Treasurer (one-year term)	Question 4: 4. Secretary (one-year term)	Question 5: In order for your vote to count, please enter your NARPM membership info (Name and e-mail address)
2022-11-18 10:02:28	Stephanie Elguera	Stephanie.e@park52.com	Jim Henderson	TBD	Kathy Talerico	Jamie Williams	Stephanie Elguera Stephanie.e@Park52.com
2022-11-18 10:15:27	Juanita Duncan	juanita@Steadypm.com	Jim Henderson	Abstain	Kathy Talerico	Jamie Williams	Juanita Duncan juanita@steadypm.com
2022-11-18 10:18:13	Melissa Culver	melissa@rsgabate.com	Jim Henderson	TBD	Kathy Talerico	Jamie Williams	Melissa Culver Melissa@rsgabate.com
2022-11-18 10:22:01	Jodi Williams	info@steadypm.com	Jim Henderson	TBD	Kathy Talerico	Jamie Williams	jodi@steadypm.com
2022-11-18 15:05:56	Will Frazier	Will@wapdco.com	Jim Henderson	Abstain	Kathy Talerico	Jamie Williams	Will Frazier will@wapdco.com
2022-11-18 17:00:46	Carrie Jakeman	carrie_j@park52.com	Jim Henderson	TBD	Kathy Talerico	Jamie Williams	carrie jakeman carrie_j@park52.com