



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist

Due December 1, 2009.

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® Olympia / Thurston Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance) <i>See Attachment A</i>
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance) <i>See Attachments</i>
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: <i>Bank of America</i>
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance). <i>Working w/ bank to get current info</i>
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance) <i>Working w/ bank to get current financial records in order to build budget</i>
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/): Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number:
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 7

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

Lack of membership participation.

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) none

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

Kevin Mulligan 12/30/09
Current Certification Year President/Date

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

2010 Calendar of Events

Event	Focus	Preferred Speakers	Delegated To	Ready By Date	Event Date
January Member Meeting	Ft. Lewis Housing		HPM / Julie		1/19/10
February Member Meeting	Lead Base Paint		Master Builders / Todd		2/16/10
March BOD Meeting	Organize for Year				3/16/10
April Member Meeting	DOL				4/20/10
Regional Conference					May 2010
June BOD Meeting	Regroup / Dispute Resolution, Center		Windermere / Laura G.		6/15/10
July Member Meeting	Law Enforcement		HPM / Julie		7/20/10
August Member Meeting	Auditor's Office		HPM / Julie		8/17/10
September BOD Meeting	Etics Class / Summer Party				9/21/10
Class	Ethics				September 2010
National Conference					October 2010
November Member Meeting	Tenant Union,		Olympic Rentals / Todd		11/16/10
December BOD Meeting	Recertification / Christmas Party				12/21/10



National Association of Residential Property Managers
Olympia / Thurston County Chapter

Board of Directors
MINUTES
September 21, 2009

Attendees:

Kim Mulligan
Julie Pettit
Dani Anderson
Maggie Balagat

Reviewed last meeting minutes – Anonymously approved

Reviewed Treasurers Report – N/A

Old Business:

- None

New Business:

- Class Preparation
 - Rebekah Near of Orca Screening to conduct class.
 - She'll teach Property Management & the Compliance Challenge for \$45/person
 - The class should be scheduled for either 10/27 or 10/28 depending on room availability
 - The class will be located at the local WA Realtors Association. The room will cost \$45 for the day
 - We need to send fliers to all Real Estate Agents and Property Managers. Could we use the MLS office to distribute fliers?
 - HPM will create the flier.
 - HPM will contact Steve Short to sponsor coffee and muffins
 - Dani – Finalize price of class. Does it include materials?
 - Maggie – Collect registers and funds.
 - Julie – Create flyer and contact Steve Short
 - Kim – Distribute flyers
 - Class will cost \$55 NARPM Members / \$65 Non Pre-Register / \$75 Non After Pre-Register
 - Class will be from 8:30am – 1pm
 - Pre-registration date the Friday before due to limited space



National Association of Residential Property Managers
Olympia / Thurston County Chapter

Board of Directors

MINUTES

December 15, 2009

Attendees:

Kim Mulligan
Julie Pettit
Dani Anderson
Maggie Balagat

Reviewed last meeting minutes – Anonymously approved

Reviewed Treasurers Report – N/A

Old Business:

- None

New Business:

- Recertification paperwork didn't get out.
 - Still needing to get bank information switched around. This has been lots of trouble getting it resolved.
- Need calendar for 2010:
 - January – Ft. Lewis Housing – HPM
 - February – Lead Base Paint – Todd Monohan
 - March – BOD Meeting
 - April – DOL
 - May - Regional Conference
 - Jun – BOD Meeting
 - July – Law Enforcement
 - August – Auditor's Office
 - September – BOD Meeting (Hold Class)
 - October – National Conference
 - November – Tenant Union
 - December – BOD Meeting (Hold Class)



National Association of Residential Property Managers
Olympia / Thurston County Chapter

Board of Directors
MINUTES
February 17, 2009

Attendees:

Kim Mulligan
Julie Pettit
Maggie Balagot
Steve Short
Daniela Anderson
Andrew Barkis
Sandy Barkhamer

Jillian Marlatt
Kevin McMichael
Cindy Blyle
Lissa Nelson
Mike Tobias
Chelbi Breeder
Todd Monohon

Reviewed last meeting minutes – Anonymously approved

Reviewed Treasurers Report – Anonymously approved

Old Business:

- None

New Business:

- Class Ideas for 2009
 - Ethic's class in June 09
 - Committee is Dani and Maggie
 - John Parker needs to be contacted to ensure class will be state/NARPM approved
- Upcoming Meeting Speaker
 - Speaker re: special need tenants
 - Maggie has contacts and will be putting this together
- Legislative Day
 - Dani updated us how the day went and information received
- Parker Paints
 - Educated us on their products/services in terms of types of paints, finishes, sealing
- Scheduled Chapter Calendar

Month	Topic	Who's Scheduling
February	Parker Paints	HPM
March	BHR	Windemere
April	Painting Info	HPM
May	Regional Conference	
June	Ethics Class	Dani/Maggie
July	Color Imaging	HPM
August	Summer Party	
September	Marketing	Olympic Realty
October	National Conference	
November	Organize Life and Work	HPM
December	Christmas Party	