



National Association of Residential Property Managers

CHAPTER COMPLIANCE 2022 NOTES

C047 SOUTHWEST WASHINGTON

Awarded Chapter in Review/Conditional Compliance 2022 for the following reasons:

- Chapter was only able to hold two membership meetings in 2021 (missing 2).
- Missing name of New Member Mentor for 2022.

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 condition 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.

Bylaws of
The Southwest Washington Chapter of
The National Association of Residential Property Managers
Updated May 2022

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Southwest Washington 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 the Southwest Washington area, to include Thurston, Grays Harbor, Lewis, Pacific, Wahkiakum & Cowlitz counties
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 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: Southwest Washington area, to include Thurston, Grays Harbor, Lewis, Pacific, Wahkiakum & Cowlitz counties

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

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 – grandfathered January 1, 2021

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, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

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. 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 not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association

- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

Section I: Application by Professional, Associate, or 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 SW WA 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 Chapter dues 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.
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: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. 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

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 5 officers as follows:

1. President: The president shall:
 - a. Serve as 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.

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 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 be in 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.
 - 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 of one year commencing with the beginning of the calendar year.
 - f. 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. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

5. 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 calendar year.

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.

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 at least thirty (30) days prior to the end of the election. 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 Southwest Washington Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership 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 at the end of the same, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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 president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. 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 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.
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.

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

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

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

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
 1. Payable: Dues for local chapters are payable no later than January 1 of each year.
 2. Non-payment of Dues: Failure to pay the annual chapter dues within 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
 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 dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter shall not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. 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 Southwest Washington Chapter 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 of Residential Property Managers, Inc., 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

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 effect 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, statutes, 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

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2021**

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available **Terminated for Business** **Gross receipts are normally \$50,000 or less****C** Name of Organization: **SOUTHWEST WSHGTN CHPTR OF****THE NTL ASSN OF RESIDENTIAL PROPERTY MNGMNT****PO Box 8337, Lacey, WA, US,****98509****D** Employee IdentificationNumber **91-1907770****E** Website:**F** Name of Principal Officer: **Sara Black****PO Box 8337, Lacey, WA, US,****98509**

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.

Treasurer's Report
Dec-21

Checking:	Beginning Balance:	\$3,371.87
	Deposits:	\$0.00
	Withdrawals:	\$200.00
	Ending Balance:	<u>3,171.87</u>

Savings:

Beginning Balance:	\$0.00
Withdrawals:	\$0.00
Service Fee: Paper Statement Fee	0.00
	0.00
*Interest Earned	0.00
Required Transfer to Savings	0.00
Ending Balance:	<u><u>\$0.00</u></u>
* Interest Paid Quarterly, Calculated Monthly	

Cash on Hand:	Beginning Balance:	\$11.25
		\$0.00
	Balance	<u>\$11.25</u>

Respectfully submitted by: Sara Black, President



NARPM Southwest Washington <swwanarpm@gmail.com>

Fwd: SW WA Chapter Monthly Meeting via ZOOM

1 message

NARPM Southwest Washington <swwanarpm@gmail.com>

Fri, Jan 15, 2021 at 2:27 PM

To: Cheri Piles <cheri@teamnwpm.com>

Looks like we had your old email address, so not sure if this email got to you or not! :)

----- Forwarded message -----

From: **NARPM Southwest Washington** <swwanarpm@gmail.com>

Date: Fri, Jan 15, 2021 at 2:09 PM

Subject: SW WA Chapter Monthly Meeting via ZOOM

To: Kim Cervantes <kc@olyrents.com>

Please join us on **Tuesday, January 19th at 11:30am** for our first meeting of the year! We will be coming together through Zoom for now and hope to start up in-person meetings again soon!

This month, Jim Henderson will be joining us to discuss current legislative activity and the house bills that will affect our industry, including a proposed 2 year extension to the current Governor's moratorium. You don't want to miss it!

We would love your input on who you would like us to invite to speak to our chapter at upcoming meetings!

Join Zoom Meeting

<https://us02web.zoom.us/j/86720243987?pwd=citKT2szcE5uaUV0Vk5mNWRlVnMyZz09>

Meeting ID: 867 2024 3987

Passcode: 3960010

One tap mobile

+12532158782,,86720243987#,,,,*3960010# US (Tacoma)

+16699009128,,86720243987#,,,,*3960010# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C) Meeting ID: 867 2024 3987

Passcode: 3960010

Find your local number: <https://us02web.zoom.us/j/86720243987?pwd=citKT2szcE5uaUV0Vk5mNWRlVnMyZz09>

Virus-free. www.avast.com



NARPM Southwest Washington <swwanarpm@gmail.com>

SW WA NARPM Chapter Meeting May 18, 2021, 11:30am

1 message

NARPM Southwest Washington <swwanarpm@gmail.com>

Tue, May 11, 2021 at 2:39 PM

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Cc: rhianna@properplanning.realestate

Hi Everyone,

Please join us for our monthly chapter meeting! Zoom Meeting information below.

Time: May 18, 2021 11:30 AM Pacific Time (US and Canada)

Guest Speaker: Rhianna Campbell, Real Estate Business Coach, Proper Planning LLC

Topic: Recognizing the Signs of Burnout

- What is **Burnout**?
- The **5-Phases** of burnout and how you feel at each phase.
- The **Tools** you need for better health and well being.

Rhianna is a 17-year real estate veteran, founding member, and now President of the District of Columbia chapter of NARPM. After building, growing, and then selling a multi-million dollar real estate business, she started Proper Planning LLC, a consultancy assisting property management broker-owners to build and grow their companies.

After her presentation, we will have a brief legislative update and then move onto questions and chapter business. Please put on your thinking caps - we would like to hear from you on topics you are interested in, have you attended any good Zoom meetings over the past year, are you interested in having an outdoor meeting towards the end of summer, and overall we want to hear how all of you are doing.

We look forward to seeing everyone next week!

Kim (KC), Sara, Lori, Melissa S., & Melissa C.

Melissa Smith is inviting you to a scheduled Zoom meeting.

Topic: SW Washington Chapter NARPM
Time: May 18, 2021 11:30 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84631073278?pwd=VjRmZ2daM3NHbGRUSWoyaWRndk03QT09>

Meeting ID: 846 3107 3278
Passcode: 720773
One tap mobile
+12532158782,,84631073278#,,,,*720773# US (Tacoma)
+13462487799,,84631073278#,,,,*720773# US (Houston)

Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 846 3107 3278
Passcode: 720773
Find your local number: <https://us02web.zoom.us/u/kbpcxleG0m>



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National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
January 26th, 2021

Attendees:

Kim Cervantes
Sara Black
Melissa Smith
Lori DeLong
Melissa Culver

Call To Order: President Kim Cervantes called the meeting to order at 11:30am

Agenda:

- Brainstorm topics/speakers for 2021
 - Brian Birdy – topic & when?
 - Jim Henderson (side note, he added our chapter to his Zoom account)
 - Local attorney – after completion of eviction
 - Something special for affiliate members
 - Happy Hour – Melissa C. to run it – could be our 1st meeting, make it fun!
 - Financial Advisor
 - Time Management Expert
 - Financial attorney
 - How to Strive
 - Co-meeting with Pierce County chapter? Melissa C. with reach out to PC board
- Melissa S. will complete the Secretary of State renewal
- Kim will complete the 2020 taxes
- Possibly move bank account to different bank more centrally accessible for board members – Kim, Melissa S. and Lori will set up
- Send out survey to members regarding speakers, topics & frequency of meetings

Adjournment: President Kim Cervantes adjourned the meeting at 12:30pm

Next Board Meeting: TBD



National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
February 23rd, 2021

Attendees:

Kim Cervantes
Sara Black
Melissa Smith
Lori DeLong

Call To Order:

President Kim Cervantes called the meeting to order at 11:45am

Agenda:

- Brian Birdy scheduled for March 16, 2021 membership meeting – The “MUST” Haves for Property Managers in 2021 – Zoom Meeting
- Legislation/moratorium update from Jim Henderson at beginning of March meeting
- Need all board members to be working on speakers for upcoming meetings
- Check with Melissa C. on Happy Hour meeting and having co-meetings with Pierce County chapter

Adjournment: President Kim Cervantes adjourned the meeting at 12:30pm

Next Board Meeting: TBD



National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors

MINUTES

May 11th, 2021

Attendees:

Sara Black
Melissa Smith
Lori DeLong
Melissa Culver

Call To Order:

President Elect Sara Black called the meeting to order at 11:45am

Agenda:

- Update on Kim Cervantes – she is no longer working and has put her license on hold. Going to start her own brokerage and would like to participate when and where she can. She will keep us updated on her status
- Membership meeting next week by Zoom – Speaker, Q & A, Legislative Update
- WA Legislative conference is June 21-22, 2022
- Need vendors names and email addresses for State Chapter
- June Meeting – Ryan Stueber
- July Meeting - ?
- August Meeting – Jim Henderson
- Need to research a speaker for economics in our area
- Ask members for ideas, suggestions, have they attended any good Zoom meetings, etc.
- Outdoor meeting later this year? Maybe in September – check with members to see if this is something they are interested in

Adjournment: President Elect Sara Black adjourned the meeting at 12:45pm

Next Board Meeting: TBD



National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
September 21st, 2021

Attendees:

Sara Black
Melissa Smith
Todd Monohon

Call To Order: President Elect Sara Black called the meeting to order at 11:30am

Agenda:

- Update on Kim Cervantes – not much communication from her, still waiting on the start of her own brokerage. Will just assume at this point that she is no longer on the board
- Lori Delong has resigned as Treasurer – she is no longer working in the area or in the same field of work. She dropped off the treasurer binder, check book, raffle tickets, etc. to Melissa & Sara
- Ideas for new board members to fill the 2 open positions – Teri Haglund (past Secretary) – Sara will reach out to her. Todd (past President) will also help reach out to members to try to get others to volunteer
- Sara will take over the role of President in the interim
- Melissa will take over the role of Secretary/Treasurer in the interim
- Sara & Melissa will work on putting together another membership meeting

Adjournment: President Elect Sara Black adjourned the meeting at 11:55pm

Next Board Meeting: TBD

Southwest Washington NARPM
2022 Executive Board

President: Sara Black

President-Elect: Teri Haglund

Secretary: Cheri Piles

Treasurer: Melissa Smith

Past President: Kim Cervantes (No longer NARPM member)

SW Washington NARPM Chapter Officers Election Confirmation

President

Sara Black Property Manager / Broker Olympic Rental Services

Other: _____

Vice President Elect

Teri Haglund Property Manager / Urban Management Co LLC

Other: _____

Secretary

Cheri Piles Leasing Agent/ Broker Team Northwest Property Management

Other: _____

Treasurer

Melissa Smith Property Manager / Broker Olympic Rental Services

Other: _____

*Cindy -
Membership Chair*

SW Washington NARPM Chapter Officers Election Confirmation

President

Sara Black Property Manager / Broker Olympic Rental Services

Other: _____

Vice President Elect

Teri Haglund Property Manager / Urban Management Co LLC

Other: _____

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Other: _____

Secretary

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Other: _____

Treasurer

Melissa Smith Property Manager / Broker Olympic Rental Services

Other: _____

SW Washington NARPM Chapter Officers Election Confirmation

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Other: _____

Vice President Elect

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Other: _____

Secretary

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Other: _____

Treasurer

Melissa Smith Property Manager / Broker Olympic Rental Services

Other: _____

Cindy Blyle
Membership
Chair

SW Washington NARPM Chapter Officers Election Confirmation

President

Sara Black Property Manager / Broker Olympic Rental Services

Other: _____

Membership
Chair
Cindy

Vice President Elect

Teri Haglund Property Manager / Urban Management Co LLC

Other: _____

Secretary

Cheri Piles Leasing Agent/ Broker Team Northwest Property Management

Other: _____

Treasurer

Melissa Smith Property Manager / Broker Olympic Rental Services

Other: _____

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Other: _____

Secretary

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Other: _____

Treasurer

Melissa Smith Property Manager / Broker Olympic Rental Services

Other: _____