



National Association of Residential Property Managers

## CHAPTER COMPLIANCE 2023 – DUE MARCH 15, 2023

### S007 WASHINGTON STATE

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

- Lack of election held in 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 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**

**S007 WASHINGTON STATE**

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): Jim Henderson

June 2, 2022 Attendee(s): Jim Henderson

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

Bylaws of  
The Washington State Chapter of  
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Washington State chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the State 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 state of Washington.
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 the state of Washington.

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 recognize all NARPM® National Affiliate Members as Affiliate Members of this State 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 H: Application by Professional, Associate, or Support Staff Members:

- 1 Acceptance into membership: An applicant for membership in a State 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 State 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 State 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 anyone 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 State 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 Washington State Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of State 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 State Chapter. The letter shall indicate the date on which the resignation is effective. No refund of State 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 State 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 State 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 Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The State Chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the State 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 State 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 State Chapter dues, application fees and special assessments.
- 4 Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All State Chapter executive committee members should faithfully attend all State 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. Be the chief executive officer of the State Chapter.
  - b. Preside at all meetings of the State Chapter.
  - c. Act as an alternate signatory for funds withdrawn from the State 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 State 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 State 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 State Chapter.
- h. Notify all State Chapter members of upcoming meetings
- i. Coordinate speakers and lecturers that are relevant to the residential industry for State Chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of State Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current State 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 State Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from State Chapter account(s).
- b. Distribute annual renewal notices for State 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 State 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.
- d. Review State Chapter Bylaws with president to recommend amendments as needed.
- e. Must be a Professional Member of the State Chapter



Section C: Board of Directors

The Board of Directors shall be comprised of the President; President-Elect; Secretary; Treasurer; Past President; along with one (1) Director per Washington State Chapter who will be appointed by the local chapter leadership. One (1) at large director, whose term shall be two years, shall be appointed from an unassigned area of Washington and will go through the nomination process. If a chapter does not submit a candidate for the director position, the nominating committee shall recommend a state chapter member to fill the position.

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 sixty (60) days prior to the end of the calendar year. Nominations shall be done in two ways:

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

Section C: Elections

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

- 1 Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
- 2 Nominating Committee -The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Washington State 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 not 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.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the 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 electronic, email, or 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.

The Affiliate Chair shall:

- a) Attend all chapter committee meetings. Invite and welcome the participation of quality affiliate members in the chapter organization.
- b) Arrange for spotlights of affiliate members in the chapter publications.
- c) Coordinate affiliates to participate in state chapter trade shows and events.

- d) Encourage the affiliates to financially participate with sponsorship of chapter events. Leverage discounts to members from qualified affiliate members.
- e) Participate in establishing affiliate members' dues during annual budget process.
- f) Must be a Professional Member of the chapter

The Certification Chair shall:

- a) Attend all chapter committee meetings.
- b) Promote and convey to members and potential members the importance, value and benefits of NARPM
- c) NARPM® classes and designations.
- d) Coordinate with NARPM® National and with the state education chair for designation classes to be offered at Washington State Chapter annual conference.
- e) Coordinate with local chapter's education chair persons to offer designation classes.
- f) Must be a Professional Member of the chapter

The Education Chair shall:

- a) Attend all chapter committee meetings.
- b) Conduct regular member surveys to determine the educational needs of the members.
- c) Work closely with the Chapter Vice-President to select and arrange for educational topics, speakers and membership activities as conveyed by regular membership survey results.
- d) Assist the State Conference Committee Chair to secure speakers and instructors subject to the budgeted amount for state chapter events and with continuing education credits if possible.
- e) Renew continuing education credit certification with the state as required.
- f) Must be a Professional Member of the chapter

The Legislative Chair shall:

- a) Attend all chapter committee meetings.
- b) Be the focal point for the legislative related topics and issues for the chapter.
- c) Keep abreast of state laws and ordinances that impact members in the chapter.
- d) Develop relationships with Washington State Association of Realtors and state apartment associations to coordinate lobbying and promotion of shared legislative amendments for the mutual benefit of the property management industry.
- e) Subscribe to newsletters and monitor for activities which impact chapter membership, share insights through the Marketing Chair for distribution to the chapter.
- f) Must be a Professional Member of the chapter

The Marketing/Communications Chair shall:

- a) Promote chapter events and communication with members and prospective members.
- b) Prepare and publish a regularly scheduled newsletter for distribution at chapter meetings.
- c) Post provided information to the chapter website,
- d) Post and promote Chapter Facebook page
- e) Be responsible to update web site, newsletters and social media with chapter events.

- f) Must be a Professional Member of the Chapter. Note: A co-chair may assist the Chair who is not required to be a Professional Member of the Chapter, e.g. a social media coordinator.

The Membership Chair shall:

- a) Attend all chapter committee meetings.
- b) Invite and welcome the participation of prospective members in the chapter.
- c) Maintain current membership records to coincide with the National NARPM® on line database
- d) Review and contact new members and members at large to assign to local chapters as applicable.
- e) Present report at board meetings of current membership in the chapter.
- f) Promote membership through networking.
- g) Must be a Professional Member of the chapter

The State Conference Committee Chair shall:

- a) Attend all chapter committee meetings.
- b) Secure a venue with Banquet Event Order and Contract with the approval of the Executive Committee
- c) Secure speakers and instructors for the annual State Chapter conference.
- d) Assign sub-committee members to assist with organization and flow of the conference.
- e) Report updates monthly to the Executive Committee and Board.
- f) Chair the conference along with committee member's assistance.
- g) Perform post conference survey and report results to the Executive Committee and Board

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: 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 90 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 will 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 Washington State 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 affect of the remainder of these bylaws.

Section B: Waiver

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

#### Section C: Hold Harmless and Indemnify

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

#### Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Washington state law, State 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 E: Dissolution

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



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: **WASHINGTON STATE CHPT OF NATL****ASSOC OF RESIDENTIAL PROPERTY MANAGERS****716 W Meeker St Suite 101,****Kent, WA, US, 98032****D** Employee IdentificationNumber **32-0595309****E** Website:**F** Name of Principal Officer: **James Tungsvik****716 W Meeker St Suite 101,****Kent, WA, US, 98032**

**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.**

**NARPM WA STATE BUDGET**

<b>REVENUE</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR	
<b>INCOME</b>														
Annual WA State Member Dues													\$0.00	
Bank Interest													\$0.00	
Chapter Grant Advertising			\$500.00										\$500.00	
Chapter Grant Leadership								\$500.00					\$500.00	
Chapter Grant Marketing			\$500.00										\$500.00	
Conference							\$50,000.00						\$50,000.00	
Miscellaneous													\$0.00	
<b>Total</b>	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,500.00	

<b>EXPENSES</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR	
<b>NARPM WA STATE CHAPTER</b>														
Conference fees						\$30,000.00								
Nat'l Conference Registration Ch Pres											\$495.00			
Accounting fees/Quicken	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$240.00	
Bank Fees	\$100.00												\$100.00	
Leadership Training											\$1,500.00		\$1,500.00	
Lobbist	\$10,000.00												\$10,000.00	
Miscellaneous	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00	
PAC Contribution	\$5,000.00												\$5,000.00	
Sec of State License Fee		\$10.00											\$10.00	
<b>Total</b>	\$15,220.00	\$130.00	\$120.00	\$120.00	\$120.00	\$30,120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$2,115.00	\$120.00	\$48,545.00	

**SPARKLINE**

*\*Chapter is sponsoring a 2022 regional conference. Date of conference is May 23-25. Financial numbers will not be able to be presented for approval by the board until after the event has incurred.*

## Income/Expense Comparison by Category - Last year

1/1/2021 through 12/31/2022

3/24/2023

Page 1

Category	1/1/2021- 12/31/2021	1/1/2022- 12/31/2022	Amount Difference
<b>INCOME</b>			
2022 NARPM CHAPTER CONF	0.00	74,848.20	74,848.20
<b>Business Inc</b>			
WA STATE NARPM	12,432.29	0.00	-12,432.29
TOTAL Business Inc	12,432.29	0.00	-12,432.29
<b>TOTAL INCOME</b>	<b>12,432.29</b>	<b>74,848.20</b>	<b>62,415.91</b>
<b>EXPENSES</b>			
<b>2022 Conference</b>			
WA State NARPM	0.00	56,772.05	-56,772.05
TOTAL 2022 Conference	0.00	56,772.05	-56,772.05
2023 WA STATE Conference	0.00	4,864.50	-4,864.50
<b>Business Expense</b>			
WA State	9,761.72	370.11	9,391.61
TOTAL Business Expense	9,761.72	370.11	9,391.61
<b>TOTAL EXPENSES</b>	<b>9,761.72</b>	<b>62,006.66</b>	<b>-52,244.94</b>
<b>OVERALL TOTAL</b>	<b>2,670.57</b>	<b>12,841.54</b>	<b>10,170.97</b>

Cash Flow NARPM WA STATE Chapter 2022 - Year to Date

1/1/2022 through 12/19/2022

12/19/2022

Page 1

Category	1/1/2022- 12/19/2022
<b>INFLOWS</b>	
2022 NARPM CHAPTER CONF	74,838.20
<b>TOTAL INFLOWS</b>	<b>74,838.20</b>
<b>OUTFLOWS</b>	
2022 Conference	
WA State NARPM	56,766.28
<b>TOTAL 2022 Conference</b>	<b>56,766.28</b>
2023 WA STATE Conference	4,864.50
Business Expense	
WA State	365.88
<b>TOTAL Business Expense</b>	<b>365.88</b>
<b>TOTAL OUTFLOWS</b>	<b>61,996.66</b>
<b>OVERALL TOTAL</b>	<b>12,841.54</b>



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Jan 7, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions. The 2022 legislative session begins on January 10, 2022.

Local:

Seattle - considering extension of eviction moratorium. Currently set to expire on January 15, 2022.

Spokane - Ordinance to copy bridge proclamation (hearing Monday)

State:

- HB 1593 - Hearing Tuesday 8:00 am
- HB 1300 - Hearing Thursday 1:30 pm
- SB 5576 - Technical bill Tuesday 8:00 am

Expected bills

- Increased notice period for rent increase
  - Rent control
  - Electronic payments
  - Registration bill \$70
  - Housing Justice Act
  -
- Repayment Plans: six months following the "end of the public health emergency".

1. Late fees: January 1, 2022 late fees or other charges may be charged against any tenant. Some counties may pay late fees as part of rental assistance (ie Pierce)
2. Unpaid rent: landlord may report unpaid rent between March 1, 2020 and December 31, 2021.
3. Unlawful detainer: landlord may report an unlawful detainer that resulted in nonpayment of rent between March 1, 2020 and December 31, 2021.
4. Adverse action: a landlord may take adverse action for a tenant's nonpayment of rent between March 1, 2020 and December 31, 2021.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Jan 14, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions. Week one for the 2022 legislative session.

Local:

Seattle - February 14, 2022

Burien - March 31, 2022

Kenmore - no information.

Spokane - Ordinance Passed. Effective 1/11/22. Through December 31, 2022.

State:

- HB 1593 - DV LMF
- HB 1300 - Deposit bill
- SB 5576 - Not just a technical bill
- HB 1904 - Cap late fee 1.5% and rent increases over 3% (hearing January 18 8:00 am)
- SB 5749 - Electronic payments
- SB 5722 - Rent control
- HB 1951 - Seller disclosure

Expected bills

- Couch surfing
- Registration bill \$70
- Housing Justice Act

Adjourned 10:00 am.



Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Jan 21, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions. Week one for the 2022 legislative session.

Local:

Seattle - February 14, 2022

Burien - March 31, 2022

Kenmore - no information.

Spokane - Ordinance Passed. Effective 1/11/22. Through December 31, 2022.

State:

- HB 2017 - Housing Justice Act, Hearing 1/25 at 8:00 am
- HB 1300 - Rules
- SB 5825 - DOC Stakeholder Group, Hearing 1/19/22
- HB 1904 - Cap late fee 1.5% and rent increases over 3% (hearing January 18 8:00 am)
- SB 5749 - Electronic payments, Hearing 1/19/22
- HB 2064 - Replaces HB 1515, deposit alternative
- HB 1987 - Department of Housing and Homelessness
- HB 1951 - Seller disclosure

Expected bills

- Couch surfing

- Rent Control

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Jan 28, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Local:

Nothing to report this week.

Late Fees:

**City of Auburn**: any rent increase exceeding 5% requires 120 days notice (August 2020)

**City of Kenmore**: any rent increase exceeding 10 percent requires 90 days notice (September 2019)

**King County (unincorporated)**: Any rent increase exceeding 3 percent requires 120 days notice. (June 2021)

**City of Seattle**: Any rent increase requires at least 180 days' notice. (September 2021)

State:

- HB 2017 - Housing Justice Act, Hearing 1/25 at 8:00 am
- HB 1300 - Rules. January 25
- SB 5825 - DOC Stakeholder Group (Exec. February 1 8:00 am)
- SB 5576 - Technical changes to notice, Rules January 20.

- HB 1904 - Cap late fee 1.5% and rent increases over 3% (Exec. February 1 8:00 am)
- SB 5749 - Electronic payments, (Exec. January 27) with amendment
- HB 2064 - Replaces HB 1515, deposit alternative. (Exec. February 3 10:00 am)
- HB 1987 - Department of Housing and Homelessness. Hearing January 25.
- HB 1951 - Seller disclosure. Hearing January 27.
- HB 2023 - Consumer protection. Hearing January 28 at 10:00 am.

**Important Dates:**

February 3 – House of Origin Policy Cutoff  
February 7 – House of Origin Fiscal Cutoff  
February 15 – House of Origin Floor Cutoff  
February 24 – Opposite House Policy Cutoff  
February 28 – Opposite House Fiscal Cutoff  
March 4 – Opposite House Floor Cutoff  
March 10 – Sine Die

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Feb 4, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Local:

Kenmore - February 10, 2022

State:

Bill update with which bills are dead and which bills are still alive.

Important Dates:

February 3 – House of Origin Policy Cutoff

February 7 – House of Origin Fiscal Cutoff

February 15 – House of Origin Floor Cutoff

February 24 – Opposite House Policy Cutoff

February 28 – Opposite House Fiscal Cutoff

March 4 – Opposite House Floor Cutoff

March 10 – Sine Die

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Feb 11, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Local:

Kenmore - February 14, 2022 Presentation

Seattle moratorium extended

State:

HB 1904 - Pulled to the floor

HB 2105 - Rules

HB 2064 - Rules

HB 1300 - Rules

HB 1951 - Rules

SB 5576 - Rules

SB 5748 - Rules

**Important Dates:**

February 3 – House of Origin Policy Cutoff

February 7 – House of Origin Fiscal Cutoff

February 15 – House of Origin Floor Cutoff

February 24 – Opposite House Policy Cutoff

February 28 – Opposite House Fiscal Cutoff

March 4 – Opposite House Floor Cutoff

March 10 – Sine Die

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Feb 18, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Local:

Kenmore - Regulations

Seattle moratorium extended

Seattle committee meeting this morning at 9:30 am

King County rental assistance

City Spokane rental assistance

Pierce County rental assistance

Landlord Mitigation Fund - Pilot program in Clark County, \$30M

State:

HB 1904 - Cap late fees, 6 month notice rent increase

HB 2105 - MH, Electronic notices

HB 1300 - Security deposit disposition

HB 1951 - Seller disclosure, form 17

HB 1100 - MH, First right of purchase

HB 1770 - Ban of natural gas, rent control

SB 5576 - Changes to 14-day, 3 strikes

SB 5749 - Electronic payments

SB 5825 - Taskforce rental registry

HB 2064 - Deposit alternative, HB 1515

HB 1953 - DV LMF



**Important Dates:**

February 24 – Opposite House Policy Cutoff

February 28 – Opposite House Fiscal Cutoff

March 4 – Opposite House Floor Cutoff

March 10 – Sine Die

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Feb 25, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Local:

Landlord Mitigation Fund - Rents between March 2020-December 2021

Seattle moratorium

- Council voted 5-3 against the proposal, with only Sawant, Lisa Herbold and Teresa Mosqueda voting in favor of it.
- [Additional Protections](#)

Seattle provides additional eviction protection for qualified renters after the moratorium expires.

Some examples are:

- **COVID-related inability to pay:** limits eviction of tenants with delinquent rent accrued between March 3, 2020 and up to 6 months after the end of the moratorium/civil emergency.
- **School Year Eviction Protections:** limits eviction from September to June based on the Seattle Public Schools calendar for households with students (childcare - under 18), educators, and employees of schools.
- **Right to Counsel:** Renters in Seattle facing an eviction who cannot afford an attorney can get free legal support through the [Housing Justice Project \(HJP\)](#).

- If you get an eviction notice, call the Renting in Seattle Helpline at [\(206\) 684-5700](tel:(206)684-5700). We will review your notice to see if it complies with City regulations and refer you to resources.

### Required Language on Notices

State:

#### **DEAD**

HB 1904 - Cap late fees, 6 month notice rent increase

HB 2105 - MH, Electronic notices

HB 1300 - Security deposit disposition

HB 1951 - Seller disclosure, form 17

HB 1100 - MH, First right of purchase

HB 1770 - Ban of natural gas, rent control

SB 5576 - Changes to 14-day, 3 strikes

#### **ALIVE**

SB 5749 - Electronic payments (rules)

SB 5825 - Taskforce rental registry (rules)

HB 2064 - Deposit alternative, HB 1515 (rules)

HB 1953 - DV LMF (rules)

#### **Important Dates:**

February 24 – Opposite House Policy Cutoff

February 28 – Opposite House Fiscal Cutoff

March 4 – Opposite House Floor Cutoff

March 10 – Sine Die

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Mar 4, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about the 2022 legislative session.

Troy from National will demonstrate a new legislative tracking tool. You will love this new free tool from National.

How the Dispute Resolutions Centers are the new de facto moratorium.

Landlord Mitigation Fund - Rents between March 2020-December 2021

**ALIVE**

SB 5749 - Electronic payments (rules)

SB 5825 - Taskforce rental registry (rules)

HB 2064 - Deposit alternative, HB 1515 (rules)

HB 1953 - DV LMF (rules)

**Important Dates:**

March 4 – Opposite House Floor Cutoff

March 10 – Sine Die

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary

Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Mar 11, 2022

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- 
- Join me and other members to discuss the end of the 2022 legislative session.
- 
- At 11:35 pm on Thursday, March 10, the 67th biennium of the Washington State Legislature came to a close. This session began in the darkness of the Omicron surge and ended in optimism 24 hours and 25 minutes before the expiration of Washington's indoor mask mandate. And yet, this session bore many of the same COVID-19 restrictions as last session, most notably the closure of offices to constituents and lobbyists wishing to meet with members and staff in person.
- 
- Majority Democrats came to Olympia this year with two high-profile priorities at the top of their list, fixes to the long-term care program and to police reforms passed last session. Both topics were addressed in short order. Additionally, for the second year in a row, leadership asked members to introduce no more than 7 new bills and chairs to limit the number of bills passed out of committee to ease the burden of a mostly virtual session. Democratic Leadership also requested members limit the focus of their bills to "Serve Washingtonians Better, Strengthen Economic Well-Being, Advance Racial Equality and Justice, and Address the Climate Crisis" In the 2019/20 biennium, legislators introduced 2408 bills and passed 868. In the 2021/22 biennium, legislators introduced 1559 bills and passed 307 bills.
- 
- 
- The narrowed policy focus again paid off, with Majority Democrats checking off many of the items on their to-do list. For the most part, the bills passed in the second year of the biennium, the short session, are less bold than the major laws passed in the first year, the long session. The second year is also a major election year with the entire House and half the Senate appearing on the ballot. What follows are some of the more notable bills that will become law in 2022.
- 
- Final Bills
- SB 5749 - Electronic payments Passed - July 1?
- HB 2064 - Deposit alternative, HB 1515 Passed - July 1?
- HB 1593 - DV LMF Passed - July 1
- SB 5825 - Taskforce rental registry Dead
- 

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Mar 18, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Join me and other members to discuss proposed legislation in Seattle and Bellevue. I will also provide an update on Pierce and Kitsap County Dispute Resolutions Centers.

Auburn, Federal Way, Burien, Seattle and unincorporated King County require just cause to end a tenancy.

Reminder that notices in Seattle require special language in bold and font size.

**RIGHT TO LEGAL COUNSEL: CITY LAW PROVIDES RENTERS WHO ARE UNABLE TO PAY FOR AN ATTORNEY THE RIGHT TO FREE LEGAL REPRESENTATION IN AN EVICTION LAWSUIT.** If you need help understanding this notice or information about your renter rights, call the Renting in Seattle Helpline at (206) 684-5700 or visit the web site at [www.seattle.gov/rentinginseattle](http://www.seattle.gov/rentinginseattle). City law entitles you to pay overdue rent in instalments. If your landlord does not accept payment according to the instalment schedule, you may raise this as a defense to eviction in court. If you cannot pay rent, during or within 6 months after the end of the Mayor's moratorium on evictions, your inability to pay is a defense that you may raise in court.

Adjourned 10:00 am.

Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Mar 25, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Join me and other members to discuss the Court of Appeals Division II decision and repayment plans. What rumors are you hearing?

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary

Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 1, 2022

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- 
- Join me and other members to discuss the new regulation in city of Kenmore.
- 
- EFFECTIVE DATE: This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.
- 
- 
- INFORMATION/BACKGROUND: At the 2/14/22 Council meeting, Council gave staff direction on several renter protection regulations. Staff recommends Council adopt Ordinance 22-0545.
- 
- On March 28, 2022 the council passed Ordinance 22-0545 with a 5-2 vote on following residential renter protection regulations:
  - Notice of rent increase required: 120 days' notice if rent increase is more than 3% and 180 days if rent increase is more than 10%.
- 
- Cap on late fees: Establishes a cap on any fees for late payment of rent at 1.5% of monthly rent.
- 
- Cap on move in fee: One month's rent.
- 
- Right to Payment Plan: 6 installments if lease < 6 months, or 2 if > 6 months.
- 
- Bars discrimination due to immigration status: Comparable to State Law and Seattle regulations.
- 
- Bars requirement of social security number: Comparable to unincorporated King County regulations.
- 
- Rent due date may be altered due to tenant's fixed income: Comparable to State Law and unincorporated King County regs.
- 
- 
- FUTURE REGULATIONS:
  - 
  - Per Council direction 2/14/22, Staff will bring forward additional information (at the 5/9/22 meeting) for Council discussion/direction: Assuming Council direction is given, staff would bring back an ordinance to a future council meeting, potentially late June.



- 
- • Rental unit registration program: Bring back information on options/costs of implementing.
- 
- • Just cause eviction program: Bring back information on what other jurisdictions have done to close “loopholes” in state legislation.
- 
- • Right to relocation assistance: Bring back more information, comparable to state regulations.
- 
- • Bans abusive, deceptive, and unfair practices in rental housing: Bring back more information.
- 
- • Landlord may not demand child or person with disability to be signatory to lease if tenant of record is already a signatory: Bring back more information.
- 
- • Criminal background checks prohibited: Seattle is the only jurisdiction that includes this type of legislation. Staff is researching and will bring back more information.
- 
- 
- At the 2/14/22 Council Meeting, Council did not want to move forward with the following:
- 
- • No rent increase if property in poor condition.
- • Right to live with family.
- • Rental unit inspection program.
- 

Adjourned 10:00 am.  
 Respectfully submitted,  
 Jeannette Gordon  
 Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 8, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- 
- Join me and other members for is a discussion with national lobbyist Troy Garrett about the owner broker conference and possible new regulations in King County.
- 
- Update from Troy Garrett about the owner broker conference.
- 
- On March 28, 2022 the Kenmore City Council adopted Ordinance 22-0545 providing new City of Kenmore residential tenant protections. The new regulations are effective April 7, 2022.
- 
- King County council member looking at "additional tenant protections".
- 
- City of Tacoma will begin gathering community comment:
  - Late fee notification
  - Shared housing (master lease)
  - Notice of sale to low-income residents
  - Rental license required to file unlawful detainer.
- 

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 15, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Join me and other members for is a discussion about the effective date of state bills and a proposed new Seattle ordinance.
- Seattle Ordinance 120305
- 
- Kitsap County - two step process effective April 5, 2022
- 
- State bills effective June 9, 2022
- 5749 - Concerning rent payments made by residential tenants.
- 2064 - Concerning security deposits and damages arising out of residential tenancies.

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 22, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- King County file number 2022-0164.

The ordinance requests KC Executive to create a rental housing report with the following information:

- Number of rental units
- Average rental rate by subarea geography
- Last 5 years rental trends
- Previous policy impacts
- Policy recommendations

There is nothing in the ordinance that discusses how that information should, or must, be gathered and compiled. The report must be completed by 10/1/22.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 29, 2022

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

**WEEKLY LEGISLATIVE ROUNDTABLE  
THIS MORNING  
9:00 am - 10:00 am**

Join me and other members for is a discussion about local, state and federal legislation including a new Seattle ordinance.

**Seattle**

- **Repayment plan**
  - CB 120305
  - CM Strauss
- **Seattle rental data collection**
  - Compelled
- **Six-Month Post-Moratorium Eviction Ban: INVALID**
- **Data – RRIO**

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
May 6, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for is a discussion about local, state and federal legislation including a push in the city of Seatac for Kenmore style regulation.

- Seatac townhall
- NW Regional Conference May 23-24.
- Scheduling guest speakers
  - Petscreening - ESA
  - Rhino
  - LeaseLock

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
May 13, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Join me and other members for is a discussion about local, state and federal legislation including guest speaker Nick Seely with Lease Lock who will talk with us about their deposit alternative product.
- May 23-24 - [NW Regional Conference](#)
- 
- May 27 - [Petscreening.com](#)

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
May 27 2, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Seattle lawsuit - criminal records
- City of Tacoma - cap on late fees, increased notice period
- Filing week
- May 23-24 - [NW Regional Conference](#)
- May 27 - Petscreening.com

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary





**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
June 3, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Seattle - May 31, data ordinance - PASSED
- Kenmore
- Seattle Times - [deposit article](#)
- June 17 - Rhino
- Petscreening.com recording available
- Seatac

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
June 10, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- June 9 - new laws are in effective
- Thurston County rental assistance due to end June/July 2022
- City of Seattle - required language in bold and font size.
- NARPM National Legislative Conference June 13-14
- June 17 - Rhino

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
June 17, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Presentation from RHINO about their fee replacement for deposits.

City of Kenmore

[DISCUSSION/ACTION TO CONTINUE ON THE FOLLOWING RENTER PROTECTION REGULATIONS:](#)

- JUST CAUSE EVICTION PROTECTION AND REMOVING JUST CAUSE EXEMPTIONS
- BAN ON ABUSIVE, DECEPTIVE AND UNFAIR PRACTICES IN RENTAL HOUSING

City Council Meeting on 6/13/22

- [Agenda Bill - Renter Protections - June 2022](#)

[Attachment #1 Ordinance 22-0545 and Attachment #2 Amending KMC 18.55 Tenant Protections](#)

[Attachment #3 Summary of Just Cause Eviction Laws](#)

[Attachment #3a Examples of Just Cause Eviction Regulations](#)

[Attachment #4 Summary of relocation assistance](#)

[attachment #4a examples of tenant relocation assistance regulations](#)

[Attachment #5 Summary of laws, ban on unfair practices](#)

[Attachment 5a Unincorporated King County Regulations Unfair or abusive acts by landlords prohibited](#)

[Tenant Protections Topic 6 Summary of not requiring disable person signatory on lease](#)

[Attachment #7 Criminal Background Screening summary](#)

[Attachment #7a House Bill 2017](#)

[Attachment #7b House Bill 2017 Bill Analysis](#)

[Attachment #7c HUD Fair Housing Poster](#)

[Attachment #7d Seattle Fair Housing poster](#)

[Attachment #7d Washington Fair Housing Poster](#)

[Attachment #7e Seattle use of Screening Records](#)

[Attachment #8 MRSC Article Municipal Regulation of Residential Tenancies](#)

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
June 24, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation.

Seattle Mayor vetos Data Ordinance

**A REGIONAL COALITION FOR HOUSING**

ARCH is a collaborative undertaking made up of the fifteen East King County cities and King County.

ARCH supports its members to develop housing policies, strategies and regulations; efficiently administer housing programs; coordinate city investments in affordable housing; and assist people looking for affordable rental and ownership housing.

Here's the full list of jurisdictions currently considering rent control proposals:

- Kenmore – Phase 2
- Kirkland
- Redmond
- Shoreline
- Issaquah (6/21)
- Newcastle (6/21)
- Burien (previously adopted elements)
- Auburn (previously adopted elements)
- SeaTac (tentative)
- Tacoma (not an ARCH city)

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Aug 5, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

More regulation.....

- Primary election results
- Homeless encampments
- City of Olympia - August 9
- Pierce County - rental portal closed August 1
- Pierce County DRC - possible new portal

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Aug 12, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

More regulation.....

- City of Olympia - passed first reading
- City of Kirkland - reminder
- Pierce County - still in committee
- Local rent control

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary

Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Aug 19, 2022

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

More regulation passed

- City of Olympia - Passed August 16
  - Rent increase
    - 120 days' over 5% (effective 12/16/22)
    - 180 days over 10% (effective 2/14/2023)
    - Served 59.18.040
  - Pet damage deposit (effective 9/17/22)
    - limited to 25% of one months' rent
    - Three monthly installments, tenant may propose an alternative
    - No pet fees
  - Security deposit and LMR (effective 9/17/22)
    - Limited to one months' rent
    - No move-in fees or other fees
  - Effective Date: This Ordinance takes effect 30 days after passage and publication, as provided by law, except that 5.82.040 (rent increase) subsection A takes effect 120 days after passage and publication, and 5.82.040 subsection B takes effect 180 days after passage and publication.
- City of Kirkland - Passed August 3
  - Rent increase
    - 120 days' over 3%
    - 180 days over 10%
  - Move-in fee and Security deposit
    - Limited to one months' rent
    - Lease for 6+ months - 6 equal payments
    - Less than 6 months - 2 equal payments

- Creates rent control
- Effective date: 45 days after August 4. Notices or lease entered into before the effective date don't apply.
- City of Tacoma - still in committee
- Pierce County - something may be coming

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary





**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Aug 26, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Sep 2, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Sep 9, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

This morning we will discuss what is next after the state of emergency is lifted on October 31, 2022.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Sept 23, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus members

## Planning for the 2023 Legislative Session

1. Key races
2. Short-term rentals
3. New Just Cause reasons
4. 2023 Legislative Session
  - rent control
    - True rent control
    - Removal of preemption
    - Increased notices
  - security deposits
  - Air conditioning
  - Property tax reduction
  - Criminal history
  - Rent back - Realtors
  - Preemption

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Sept 30, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

## 2023 Legislative Session

1. New Just Cause reasons,
2. Representative Strom appoint to Snohomish County Council
3. New real estate transaction fee of \$100 to support "a broad array of housing" (ie intervention, stabilization, detox, etc.).
4. Senator Kuderer will have a slate of bills.
5. DOC request an additional \$22M for the LMF to pay the 1,300 claims on the waitlist.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Oct 7, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

This morning I share an email I received between nonprofits about landlords.

Shaming landlords. The Real Truth.

The real cost of housing

Housing is my \_\_\_\_\_.

Voucher program to fill the gap between affordable and rent.

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Oct 21, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Oct 28, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

- City of Burien passes new regulations
- City of Tacoma - Rental Housing Code changes

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary





**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Nov 4, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

- City of Burien passes new regulations
  - Update
- City of Tacoma - Rental Housing Code changes
  - New stakeholder group
  - Late fees
  - Rent increases
  - Business license
  - Shared housing
  - Screening criteria

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Nov 18, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

- CARES Act Notice
- Executive Order for national rent control

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Dec 9, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

- Pre-filled bills
- Spokane hearing on new Ordinances rescheduled to January 2023
- Burien - required language in 16 bold point for notice to pay or vacate.
- Court of Appeals Div I case - 30-day notice to pay or vacate

Court of Appeals Div III case - security deposits

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Dec 16, 2022**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members for an update about local, state and federal legislation. I am looking forward to our conversation this morning.

- This is a our last meeting in 2022
- January 9, 2023 legislative kick-off
- First day of session January 9, 2023
- HJP making motions for dismissals, not just non-payment

“knowyouroptions.com.” inaccurate

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary

Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
June 30, 2022

NARPM Executive Board Meeting called to order at 9:00am by President Jim Henderson, via Zoom.  
Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers  
Guests:  
Excused: Jodi Williams  
Absent:

### Welcome and Call to Order

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:00am on June 30, 2022.

Meeting Minutes: First meeting of year

### Treasurer's Report

Treasurers Report: \$35,332.58

Working on 990.

Board of Directors reviewed the (month and year) financial report for the organization. **Tabled to special board meeting on July 14, 2022 at 9:00 am via Zoom.**

### Unfinished Business

- 2022 Regional Conference in Boise Recap
  - James has applied for a grant from National
  - All bills and reimbursements have been paid
  - Working on a P&L for the conference to be presented at 7/14/22 special meeting
  - Discussion will be had at special meeting on if host chapters should be compensated. Compensation may be an incentive for local chapters to host the next conference.
  - Melissa Sharone has asked for a wrap-up meeting. We will set one up for after the special meeting of the Board on 7/14/2022.

### New Business

- 2023 Regional Conference
  - Conference should be in Portland, but downtown Portland may not be suitable because of local social issues.
  - Location could be outside of Portland, Spokane, Boise again, Vancouver?
  - Needs to be close to an airport in response from suggestions from vendors
  - Jeannette will add a folder in our Google Drive account for Conferences to keep track year-to-year info.
  - Add a half day to conference for WA State Leg updates. Conference is usually in May which is after leg session in Olympia closes mid-April.
- Chapter Virtual Assistant
  - Jim and Jodi met with our new VA.
  - Google Drive needs to be updated with info from 2021-2022 for use by VA and Board.
  - VA can develop a timeline for us for the 2023 Regional Conference and Legislative Conference.

### 3. Assisting Local Chapters

- Provide Board training. Examples: How to write an agenda, how to run a meeting, motions, yearly calendar goals, budgets.
- Help local boards with elections.
- Provide info from National's Chapter Leader books.
- Using Robert's Rules

### 4. Legislative Conference 2023

- Should we do one? Absolutely!
- Could add a half day to the Regional Conference or do a separate meeting.
- Long session in 2023. Runs through mid-April.
- Committee chairs: Ian, Jodi

### 5. SW Chapter-Thurston County

- Jim and Melissa Sharone have reached out asking if they need assistance. They are not wanting assistance at this time.
- Maybe host Leg Conference through their chapter to generate more interest and get new PM members.

### 6. Legislative Kick-Off in January

- Schedule it for before the session starts. Session most likely starts January 9, 2023.
- In-person breakfast or via Zoom, TBD
- Update on priorities
- Have Legislators as guest speakers.

### 7. Special Board Meeting called for July 14, 2022 at 9:00am via Zoom.

- Financials from conference will be discussed.
- Compensation to host chapters.
- Upload 2022 conference materials to Drive.

Adjourned 10:01 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
July 14, 2022**

NARPM Executive Board Meeting called to order at 9:00am by President Jim Henderson, via Zoom.

Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer

Guests:

Excused:

Absent: Jodi Williams and James Tungsvik

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:00am on July 14, 2022.

Meeting was adjourned because P&L from Regional Conference were not available for discussion. Postponed to 7/21/22.

Adjourned 9:20 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
July 21, 2022**

NARPM Executive Board Meeting called to order at 9:21am by President Jim Henderson, via Zoom.  
Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers, Jodi Williams-Pres-Elect  
Guests: VA Andrea “Andy” Coronel  
Excused:  
Absent:

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:21am on July 21, 2022.

**New Business-**

- **Financials from conference**
- **Compensation to host chapters**
- **Upload 2022 conference materials to Drive**

Income from 2022 Regional conference held in Boise, ID: \$21,740.90, estimated. James and Leeann to do final P&L for BOD meeting 7/28/22.

- Discussion on how much a host chapter should be compensated.
- 10% and 20% discussed.
- MMSC to make a Resolution that the Washington State Chapter of NARPM will give 20% of the net profits from any future regional conferences to the host Chapter. Jeannette and/or Andy will write up the Resolution to be included with official chapter documents.

Legislative kickoff will be Jan 9, 2023 via Zoom. Andy will do a Save the Date postcard.

- Separate vendor flyer for sponsorship. Pick 2 sponsors. Three minute spotlights to showcase their products. \$250 sponsorship level.
- Invite vendors to Leg Days

Next BOD meeting we will discuss annual dues. \$100/yr to include Leg Kick Off & Friday Zooms.

E-9/990N will be filed by James.

Adjourned 10:05 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary





**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
August 4, 2022**

NARPM Executive Board Meeting called to order at 9:05am by President Jim Henderson, via Zoom.

Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer, Jodi Williams-Pres-Elect

Guests: VA Andrea “Andy” Coronel, Melissa Sharone

Excused:

Absent: James Tungsvik-Co-Treasurer

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:05am on August 4, 2022.

**Old Business**

2022 Conference Wrap-Up-Leeann requested more info from Melissa and James to get financials correct.

Scheduled next special meeting for 8/24/22 at 10:00am.

Adjourned 9:53 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
August 24, 2022**

NARPM Executive Board Meeting called to order at 9:00am by President Jim Henderson, via Zoom.

Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers, Jodi Williams-Pres-Elect

Guests: VA Andrea “Andy” Coronel, Melissa Sharone

Excused:

Absent:

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:00am on August 24, 2022.

**New Business**

- Andy will apply for a grant from national to get our own Zoom account set up.

**Old Business**

2022 Regional Conference Wrap-Up

- Financials from Conference reviewed
- Still reaching out to two vendors who haven't paid.
- Melissa-Asked that we pick next years' venue ASAP because the planning needs to begin right away.

Mailing address for WA State NARPM confirmed to be: 716 W. Meeker St, Ste 101, Kent, WA 98032

Adjourned 9:55 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
October 27, 2022**

NARPM Executive Board Meeting called to order at 9:00am by President Jim Henderson, via Zoom.

Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers, Jodi Williams

Guests:

Excused:

Absent:

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:00am on October 25, 2022.

Financials: \$34,388.26 in bank. All bills paid for 2022 regional conference except for payment to Boise chapter for hosting conference.

Confirmed 2023 regional conference will be in Boise again. April 10-13, 2023.

Conference calls for conference committee should be starting soon. James will confirm with committee.

Jodi brought up a concern from a member that Friday morning WA State NARPM calls may be keeping people from attending their local chapter meetings. Discussion was made around this:

- Should we charge dues for membership at the state level?
- How would we collect dues and keep track of them. Honor system for those attending Friday meetings?
- What is our purpose? Dissemination of info?
- Provide legislative info and the regional conferences are our major offerings.
- Maybe January-June for state issues? July-December for local chapter issues?
- Local issues move faster than a monthly meeting. Keep weekly meetings?
- Maybe Jim would only give out state info and chapters would need to book him to speak about their local issues at the membership meetings.
- How do we get people back to their local chapter meetings? Chapters need members to bring money into their chapters to fund other events/bills/issues. It takes time for chapters to put meetings together and then not have many members show up. Embarrassing for them if not very many people show up for a speaker.
- Essentials to get people back to meetings: Good speaker, good food, good location.
- We need to support and not compete with local chapters. Ideas: Quarterly meetings with chapter leaders to help train and support them. How to write an agenda, how to run a meeting, how to find speakers. How to fulfil needs of members. Value.

Jim and Jodi will be attending the King County strat planning to see how they do things. The chapter seems to be running smoothly

We will ask Melissa and our RVP to attend our next meeting scheduled for November 10<sup>th</sup> at 9:30am for help and suggestions with the above bullet points.

Adjourned 10:03 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
Special Meeting  
November 10, 2022

NARPM Executive Board Meeting called to order at 10:00am by President Jim Henderson, via Zoom.  
Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers, Jodi Williams-Pres-Elect, VA Andy  
Guests: Melissa Sharone  
Excused:  
Absent:

### Welcome and Call to Order

This is a special meeting to discuss the purpose and function of our state chapter. Below are the talking points to be discussed, per the minutes from our October 27, 2022 meeting. For purposes of the minutes for today, the red text are the minutes and discussion items from today.

Jodi brought up a concern from a member that Friday morning WA State NARPM calls may be keeping people from attending their local chapter meetings. Discussion was made around this:

- Should we charge dues for membership at the state level?  
**Yes, we should. If you want state level leg info then you pay a fee and gets you into weekly leg updates around state bills. The leg conference could be bought into also.**
- How would we collect dues and keep track of them. Honor system for those attending Friday meetings?  
**Jim could have some of his staff look into it a tracking system and come up with solutions. How do we insure that people that haven't paid aren't joining the call anyways. Do we change the login each week?**
  - VA can help track payers
  - Need money to pay for value (lobbyist, speakers)
  - We could survey members on what it's worth to them.
  - Present dues to membership in meticulous way so they understand. Our Value.
  - No other group talks about PM issues as much as NARPM. WR are just now starting to think about getting more involved in PM.
  - Tiered Levels: \$150 for leg membership (chapter dues, lobbyist) and additional \$50 contribution for a PAC. Add-on for Friday calls \$50.
  - Or \$250 membership, then give \$75 back to chapters. Could help solve the competing idea.
  - If members had to do their own research into new leg, their pay/cost would be more than the cost of membership.
  - Write off on taxes.
  - Everything gets more expensive.

-Or discount percentage after a certain amount of people join. Would allow staff to be on calls.

-An advocacy fund is more flexible and easier to set up. Ask Troy or Tyler for info.

-Would need to hire someone to manage a PAC.

This is what you get for general membership:

This is what you get for being a PAC contributor:

Follow Realtor way: Recognition at conferences. Get a model from WR on tier structure.

Should we get affiliates at the state level (advertising) to help with costs?

**MMSC for dues to be \$150 and \$50 recommended PAC contribution. More discussion. Accepted the amendments as presented below.**

**Amendment to \$200 state chapter dues with optional recommended \$50 PAC contributions or Advocacy fund. No payout to local chapters this year.**

**Amendment for a company membership: \$500. With additional recommended \$50 PAC or advocacy fund contribution.**

- What is our purpose? Dissemination of info?
- Provide legislative info and the regional conferences are our major offerings.
- Maybe January-June for state issues? July-December for local chapter issues?
- Local issues move faster than a monthly meeting. Keep weekly meetings?
- Maybe Jim would only give out state info and chapters would need to book him to speak about their local issues at the membership meetings.
- How do we get people back to their local chapter meetings? Chapters need members to bring money into their chapters to fund other events/bills/issues. It takes time for chapters to put meetings together and then not have many members show up. Embarrassing for them if not very many people show up for a speaker.
- Essentials to get people back to meetings: Good speaker, good food, good location.
- We need to support and not compete with local chapters. Ideas: Quarterly meetings with chapter leaders to help train and support them. How to write an agenda, how to run a meeting, how to find speakers. How to fulfil needs of members. Value.

Additional discussion:

Boise conference starts the day after leg days end. Usually we would say "here are the laws" ahead of the conference and then at the conference tell them how to use the new laws. We won't have time for this.

Do we want to host a separate leg conference in late May? OR, piggyback on April regional conference with an extra day?

If they know there's a May conference, then a lot won't attend the Boise conference.

2024-objective of conference with additional day for legislation. Get it booked now.

VA-Andy willing to keep a website updated regularly. Andy will get pricing to board. We own a domain already, washingtonstatenarpm. Jim has credentials for it. James recommends reserving the domain names: narpmwa narpmwashington available. Jim will purchase both and be reimbursed by Treasurers.

Next meeting Nov 21<sup>st</sup> at 9am to discuss the rest of the unaddressed above bulleted items .

Adjourned 11:03 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
December 13, 2022**

NARPM Executive Board Meeting called to order at 9:00am by President Jim Henderson, via Zoom.  
Present: Jim Henderson- President & Lobbyist, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers, Jodi Williams-Pres-Elect  
Guests: Andrea-VA  
Excused:  
Absent:

**Welcome and Call to Order**

President Jim Henderson called the meeting of the Washington State Chapter of the National Association of Residential Property Managers to order at 9:00am on December 13, 2022.

**Treasurer's Report**

Tabled

**Unfinished Business**

1. State Chapter Dues
  - \$150/yr. Invoices to be developed by Andy
  - Benefits: Friday Leg Update Zoom, Regional Conference, Speakers, Education Classes (coming), Advocacy Fund in the works,
  - Invoices to be emailed to members next week. Payment due by January 15, 2023.

**New Business**

2. Mailchimp: Set up new account: MMSC for Andy to set up new account at \$20/mo.
3. Paypal: MMSC to set up new account at 3.49% and \$0.49/transaction. James & Leeann to get bank info to Andy.
4. Zoom: Chapter to get its own account. Andy to set up.
5. Advocacy Fund and/or PAC: Goal is to have it set up in 2023. Need to get info from national and hire someone to manage it.
6. Website: We will continue to use the site provided by National and look to getting our own in 2023. [Washington.narpm.org](http://Washington.narpm.org)

Next Meeting: December 27, 2022 at 10am. Then January 10, 2023 at 10am and January 24<sup>th</sup> at 10am. After that: Monthly on the 4<sup>th</sup> Tuesday of the month at 10am.

Adjourned 10:18 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

Jodi brought up a concern from a member that Friday morning WA State NARPM calls may be keeping people from attending their local chapter meetings. Discussion was made around this:

- Should we charge dues for membership at the state level? **Yes, we should. Two options: if you want state level leg info then you pay a fee and gets you into weekly leg updates around state bills. The leg conference could be bought into also.**
- How would we collect dues and keep track of them. Honor system for those attending Friday meetings? **Jim could have some of his staff look into it and come up with solutions. How do we insure that people that haven't paid aren't joining the call anyways. Do we change the login each week?**

-VA can help track payers

-Need to money to pay for value (lobbyist, speakers)

-Survey members on what it's worth to them.

-Present in meticulous way so they understand. Our Value.

No other group talks about PM issues as much as NARPM. WR are just now starting to think about getting more involved in PM.

Tiered Levels: \$150 for leg membership (chapter dues, lobbyist) and additional \$50 contribution for a PAC. Add-on for Friday calls \$50. Or \$250 membership, then give \$75 back to chapters. Could help solve the competing idea.

If members had to do their own research into new leg, their pay would be more than the cost of membership.

Write off on taxes.

Everything gets more expensive.

MMSC for dues to be \$150 and \$50 recommended PAC contribution. More discussion. Accepted the amendment as presented by Jim.

Amendment to \$200 state chapter dues with optional recommended \$50 PAC contributions or Advocacy fund. No payout to local chapters this year.

Amendment for a company membership: \$500. With additional \$50 PAC.

Or discount percentage after a certain amount of people join. Would allow staff to be on calls.

An advocacy fund is more flexible and easier to set up. Ask Troy or Tyler for info. Would need to hire someone to manage a PAC.

This is what you get for general membership:

This is what you get for being a PAC contributor:

Follow Realtor way: Recognition at conferences. Get a model from WR on tier structure.

Should we get affiliates at the state level (advertising) to help with costs?



- What is our purpose? Dissemination of info?
- Provide legislative info and the regional conferences are our major offerings.
- Maybe January-June for state issues? July-December for local chapter issues?
- Local issues move faster than a monthly meeting. Keep weekly meetings?
- Maybe Jim would only give out state info and chapters would need to book him to speak about their local issues at the membership meetings.
- How do we get people back to their local chapter meetings? Chapters need members to bring money into their chapters to fund other events/bills/issues. It takes time for chapters to put meetings together and then not have many members show up. Embarrassing for them if not very many people show up for a speaker.
- Essentials to get people back to meetings: Good speaker, good food, good location.
- We need to support and not compete with local chapters. Ideas: Quarterly meetings with chapter leaders to help train and support them. How to write an agenda, how to run a meeting, how to find speakers. How to fulfil needs of members. Value.

Boise conference starts the day after leg days end. Usually we would say here are the laws and then at the conference tell them how to use the new laws. We won't have time for this.

Do we want to host a separate leg conference in late May? Piggyback on April regional conference with an extra day?

If they know there's a May conference, then a lot won't attend the Boise conference.

2024-objective of conference with additional day for legislation. Get it booked now.

VA-Andy willing to update website. Andy will get pricing to board. We own a domain already. Jim has credentials for it. James recommends reserving the domain name narpmwa narpmwashington available. Jim will purchase both. Currently own washingtonstatenarpm

Next meeting Nov 21<sup>st</sup> at 9am.

Meeting adjourned at 11:03am.

[leeannng@me.com](mailto:leeannng@me.com) new email address.

## Rebecca Woodring

---

**From:** jeannette@pullman.com  
**Sent:** Tuesday, March 21, 2023 2:08 PM  
**To:** Rebecca Woodring  
**Cc:** NARPM RP2; Jodi Williams; 'Jim Henderson'; James Emory Tungsvik; 'Leeann G'; Jeannette Gordon  
**Subject:** RE: NARPM 2023 Chapter Compliance Washington State Chapter - Need Additional Info

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Our new member mentor is Jodi Williams.** I will upload the 2022 P&L as soon as I get it from our Treasurers. We will make sure that our minutes and our elections are done properly this year. Thank you,

Jeannette Gordon  
Office Manager  
Summit Realty  
[summit@pullman.com](mailto:summit@pullman.com)  
[www.summitrealty.com](http://www.summitrealty.com)

Whitman County Landlord-Tenant Assn-President

Inland Northwest NARPM Past-President  
<https://www.narpm.org/about/why-use-one/>

---

**From:** Rebecca Woodring <rwoodring@managegroup.com>  
**Sent:** Tuesday, March 21, 2023 7:43 AM  
**To:** Jeannette Gordon <jeannette@pullman.com>  
**Cc:** NARPM RP2 <RP2@narpm.org>  
**Subject:** NARPM 2023 Chapter Compliance Washington State Chapter - Need Additional Info

Thank you Jeanette for submitting the 2023 Chapter Compliance documents on behalf of the Washington State Chapter. I've changed your application status back to draft so you can upload additional documents. Here are my notes:

### Under Chapter Budget

Thank you for submitting the Chapter's 2023 Budget and a cash flow statement. Please also upload the Chapter's 2022 YTD Profit & Loss Statement (Jan. 2022 through Dec. 2022) to also satisfy this requirement.

### Under Board Meeting Minutes

Thank you for submitting the Chapter's 2022 board meeting minutes. Some of the minutes do not meet one or more requirements for board meeting minutes. For this compliance year, we will accept these minutes, however, the required information must be met for the Chapter's 2023 minutes.

# #71

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, December 07, 2022 4:05:22 PM  
**Last Modified:** Wednesday, December 07, 2022 4:06:26 PM  
**Time Spent:** 00:01:03  
**IP Address:** 71.197.222.207

---

Page 1: Positions with a \* are REQUIRED

## Q1

Chapter Name

WA State

---

## Q2

Chapter President\*

Jodi Williams

---

## Q3

President Elect\*

TBD

---

## Q4

Past President\*

Jim Henderson

---

## Q5

Vice President (if applicable)

na

---

## Q6

Treasurer\*

Leeann Ghiglione and James Tungsvik

---

**Q7**

Secretary\*

Jeanette Pullman

---

**Q8**

**New Member Mentor\*** In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

**TBD**

---

**Q9**

Education Chair

na

---

**Q10**

Membership Chair

na

---

**Q11**

Legislative Chair

Jim Henderson

---

**Q12**

Other position(s) not listed

na

---

## **WA State NARPM 2023 Board**

President: Jodi Williams

Pres-Elect: Jim Henderson

Treasurers: Leann Ghiglione and James Tungsvik

Secretary: Jeannette Gordon

**jeannette@pullman.com**

---

**From:** Katie McNeeley <katie@mcneeley.com>  
**Sent:** Tuesday, March 7, 2023 11:44 AM  
**To:** jeannette@pullman.com  
**Cc:** 'jodi steadypm.com'  
**Subject:** RE: WA State NARPM Compliance  
**Attachments:** Sample State\_bylaws updated January 2021.docx

Hi Jeannette,

National says "It's too late to go back now for this year. Please ask them to state what is in this email on a form that they submit with this year's compliance and start fresh for 2023. That will place the chapter in conditional compliance again.

They are also missing the model chapter bylaws update and this is required for their submission! See attached".

Are you ready to submit the bylaw changes you all made?

Thanks!

**Katie McNeeley** | Broker/Property Manager  
Jim McNeeley Real Estate & Property Management, Inc.  
1519 SW Marlow Ave, Portland, OR 97225  
503.292.8125 | [www.mcneeley.com](http://www.mcneeley.com)

---

**From:** Katie McNeeley <katie@mcneeley.com>  
**Sent:** Tuesday, March 7, 2023 11:02 AM  
**To:** jeannette@pullman.com  
**Cc:** 'jodi steadypm.com' <jodi@steadypm.com>  
**Subject:** Re: WA State NARPM Compliance

Hi Jeanette,

Let me see what I can find out. I'll be in touch soon!

Thanks!

**Katie McNeeley** | Broker/Property Manager  
Jim McNeeley Real Estate & Property Management, Inc.  
1519 SW Marlow Ave, Portland, OR 97225  
503.292.8125 | [www.mcneeley.com](http://www.mcneeley.com)

---

**From:** [jeannette@pullman.com](mailto:jeannette@pullman.com) <[jeannette@pullman.com](mailto:jeannette@pullman.com)>  
**Sent:** Tuesday, March 7, 2023 10:56 AM  
**To:** Katie McNeeley <[katie@mcneeley.com](mailto:katie@mcneeley.com)>  
**Cc:** 'jodi steadypm.com' <[jodi@steadypm.com](mailto:jodi@steadypm.com)>  
**Subject:** WA State NARPM Compliance



Hi Katie,

So, a couple of questions about compliance.

1. Is there someone on the RVP chapter leader calls that takes attendance? Jim can't remember how many calls he was on last year.
2. We didn't hold formal elections since we are a state chapter and weren't sure how to accomplish this. We did make announcements a couple of times on our weekly Friday legislative meetings that if anyone was interested in running, to please contact a board member, but no one stepped up. But, there are no minutes that say this. All previous board members agreed to serve another year. How should we handle this? Obviously this year we will start asking for nominations as early as July so we can have elections in September as required.

Thanks for your help Katie!

Jeannette Gordon  
Office Manager  
Summit Realty  
[summit@pullman.com](mailto:summit@pullman.com)  
[www.summitrealty.com](http://www.summitrealty.com)

Whitman County Landlord-Tenant Assn-President

Inland Northwest NARPM Past-President  
<https://www.narpm.org/about/why-use-one/>