



National Association of Residential Property Managers

## CHAPTER COMPLIANCE 2022 NOTES

### C030 WESTERN MONTANA

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

- Chapter was only able to hold three membership meetings (missing 1 meeting).
- Chapter provided three sets of board meeting minutes in 2021 (missing 1 set) Received Agendas for March 18, 2021 and July 22, 2021 board meetings but not minutes. Minutes must be submitted.
- Missing name of New Member Mentor for 2022.

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### Levels of Chapter Recertification

#### Full recertification

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

#### Chapter in Review (Amended 2022)

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

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

#### De-certification

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



**National Association of Residential Property Managers**  
WESTERN MONTANA CHAPTER

**BYLAWS OF THE  
The Western Montana Chapter of  
THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
Updated August 12, 2021**

**Section A: Name:** The name of this organization shall be “The Western Montana Chapter of the National Association of Residential Property Managers, Inc.”, hereinafter referred to as the Chapter.

**Section B: Purpose:** The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the western Montana area.
2. To promote a standard of business ethics, professionalism and fair practice among its members.
3. To establish and promote education and exchange of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in Missoula, Missoula County, and the State of Montana.

**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 Montana.

1. The Chapter shall be subject to all rules, regulations, ethics, 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: Western Montana.

**ARTICLE II: Membership**

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

**Section A: Professional Member**

A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

**Section B: Associate Member** – *grandfathered January 1, 2021*

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has **never** completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

### **Section C: Support Staff**

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

### **Section D: Affiliate Member**

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; however, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

### **Section E: Honorary Member**

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

### **Section F: 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 G: 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.

- 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 H: Application by Professional, Associate, Support Staff Members**

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as

long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

2. **Vote:** Voting members shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

## **ARTICLE III: Suspension, Termination and Resignation of Membership**

### **Section A: Suspension of Membership**

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. **Suspension of membership:** Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

### **Section B: Termination of Membership**

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

#### **1. Resignation:**

- a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Western Montana Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
- b. Affiliate members may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.

2. **Failure to Pay Obligations:** Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

3. **Delinquency in Payments:** Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.

4. **Code of Ethics Violations:** By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for nonpayment 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 a 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 chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

### **Section B: The Executive Committee**

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of **six (6) officers and four (4) Chairs/Coordinators** as follows:

**President** - president is elected as President Elect below - one year as President & the following year as Past President.

**President Elect**—elected to a three-year term—first year as President Elect and second year as President and last year as Past President.

**Secretary**—elected to one-year term

**Treasurer**—elected to one-year term

**Past President**—(see President above)

**Webmaster**—elected to one-year term by Chapter

**Education Chair**—elected to one-year term by Chapter

**Chapter Membership Coordinator**—elected to a one-year term by Chapter

**Chapter Legislative Chair**—elected to a one-year term by Chapter

**Affiliate Chair**—Appointed to a one-year term by the President with the input from the previous chair and approval from the Board of Directors.

#### **1. President: The president shall:**

- a. Serve as the chief executive officer of the chapter.
- b. Preside at all meetings of the chapter or appoint a representative in their place
- c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- d. Notify all chapter members of upcoming meetings including but not limited to:
  - i. The time, date and location of said meeting.
  - ii. Chapter business to be conducted.
  - iii. Guest lecturers who will be speaking.
- e. Act as an alternate signatory for funds withdrawn from the chapter account(s). As executive officer the President who is accountable to the Chapter, has the authority to spend Chapter funds without Board approval in amounts less than \$300.00 total per year for items and services the President deems are in the Chapter's best interest. This does not include advertising or charities of any kind.
- f. Meet regularly with committee chairs to accomplish the goals of the chapter.
- g. Sign all legal documents.
- h. Undertake responsibility for such other activities as deemed appropriate by the committee.
- i. Shall ensure the completion of all documentation required by the National Association.
- j. Serve a term of one year commencing with the beginning of the new calendar year.

k. Must be a Professional Member of the Chapter.

l. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers or appoint a representative to attend in their place.

**2. President-elect:** The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the President or Board.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Notify all chapter members of upcoming meetings
- i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- j. Oversee the submission of Chapter reports including Chapter Excellence submission.
- k. Assist the President in fulfilling the required compliance and activities of the Chapter.
- l. Prepare an application for Chapter Excellence Award to be submitted to the National Association.
- m. Must be back up or be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

**3. Secretary:** The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate. Provide the President with a word document and PDF of the prior Chapter's meeting minutes 10 days prior to the next Chapter meeting.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the calendar year.
- f. Must be a Professional Member of the Chapter.

**4. Treasurer:** The treasurer shall:

- a. Be primary signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request. Prepare a report for the Chapter meeting submitting the report 10 days prior to the Chapter meeting for the President distribution to the Chapter.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

**5. Past President:** The Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Assist and advise the Board.
- c. The position is largely advisory though with the Past Presidents agreement may accept assignments as approved by the Board.
- d. Serve a term of one year commencing with the beginning of the calendar year.

**6. Chair/Coordinator positions:** Chairs/Coordinators

There are four (4) count Chair/Coordinator type positions currently (see Officers and Chairs, beginning of this section, section B.) The number of chairs and their prospective jobs duties may vary from year to year as determined by the board. Chairs/Coordinators are members of the Executive Committee and with the

except for Affiliate members are entitled to vote. The Current Chair/Coordinator descriptions and their duties are outlined in a separate document. Contact a Board Member or Officer for a copy.

## **ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies**

### **Section A: Eligibility**

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

### **Section B: Notification of Members**

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the 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 Western Montana Chapter Executive Committee and presented to the membership for final vote.
- 3. Uncontested Offices:** The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
- 4. Contested Offices:** In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
- 5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited.** Write-in candidates shall be added to the slate if said 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.

4. A Board position may be vacated by a majority vote of the Board at a Board Meeting only after the member in question has received 30 days written notice of the concern.

#### **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. The position of Past President shall not be filled and the Executive Committee will appoint a Nominating Committee Chairperson to fill that open position
3. Procedure: By an individual nominated and approved by the executive committee.

#### **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 e-mail 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 members eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

#### **Section D: Simple Majority Vote**

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

#### **ARTICLE VII: Committees**

##### **Section A: Appointment**

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.



## **Section B: Responsibilities**

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

## **Section C: Creation and Dissolution**

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

## **ARTICLE VIII: Code of Ethics & Standards of Professionalism**

### Acknowledgment and Enforcement

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

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

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

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

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

### **Section A: Chapter Charter**

A Chapter Charter is granted 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 subcommittee 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 the national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

## **ARTICLE IX: Continuing Education**

### **Section A: Provide continuing education.**

1. Chapter shall appoint an education chair to arrange for and provide continuing education to meet State licensing education requirements. Education hours may be a combination of meetings that meet BRR CE requirements of length and topic as well as stand alone classes.

2. **Continuing Education Fees:** There will be no charge for Continuing Education classes if you are a Western Montana Chapter NARPM member. All other National NARPM and Support Staff Members will be charged half the cost of the continuing education class. Affiliate Members may have one member from their company attend free. For all additional Affiliate Members, there will be a charge of half the cost of the continuing education class.

## **ARTICLE X: 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 prorated 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 sixty (60) days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. **Member Dues:** The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
5. **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.
6. **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 Western Montana Chapter Executive Committee or Board of Directors.

### **Section E: Non-Binding**

The chapter shall not have any authority to financially obligate or bind the national association 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 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 simple 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 prior to their implementation or adoption by the chapter and a final copy of these bylaws shall remain on file at National's office.

## **ARTICLE XI: Miscellaneous**

### **Section A: Invalidity**

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

### **Section B: Waiver**

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

### **Section C: Hold Harmless and Indemnify**

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

### **Section D: State Laws**

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Montana state law, Chapter shall notify the National Association of said amendments but no further action will be required.

### **Section E. Sexual Harassment**

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

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

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

### **Section F: Dissolution**

Should the membership vote by majority to dissolve the operations of the Western Montana Chapter of NARPM, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

**Certification: We, the undersigned, do hereby certify:**

That I am the duly elected President of the Western Montana Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the 12 day of August 2021.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 12 day of August, 2021.

  
\_\_\_\_\_, President  
Tom Hurd

That I am the Past President Elect of the Western Montana Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws constitute the Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the 12 day of August 2021.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 17 day of August, 2021.

  
\_\_\_\_\_, Past President Elect 2020  
Sabrina Murphy

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form, as it may be made public.
- ▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

**A** For the 2021 calendar year, or tax year beginning 01/01/2021 and ending 12/31/2021

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
**Western Montana District of NARPM Inc**  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**320 S 2nd Street**  
 City or town, state or province, country, and ZIP or foreign postal code  
**Hamilton, MT 59840**

**D** Employer identification number  
**37-2004516**

**E** Telephone number  
**406-361-0974**

**F** Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶

**H** Check  if the organization is not required to attach Schedule B (Form 990).

**I** Website: ▶ westernmontana.narpm.org

**J** Tax-exempt status (check only one) –  501(c)(3)  501(c) ( 6 ) ◀ (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ \$ **1,738**

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)  
 Check if the organization used Schedule O to respond to any question in this Part I . . . . .

		Revenue		Expenses		Net Assets	
	<b>1</b>	Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>				550
	<b>2</b>	Program service revenue including government fees and contracts . . . . .	<b>2</b>				738
	<b>3</b>	Membership dues and assessments . . . . .	<b>3</b>				450
	<b>4</b>	Investment income . . . . .	<b>4</b>				0
	<b>5a</b>	Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>			0	
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .	<b>5b</b>			0	
	<b>c</b>	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) . . . . .	<b>5c</b>				0
	<b>6</b>	Gaming and fundraising events:					
	<b>a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	<b>6a</b>			0	
	<b>b</b>	Gross income from fundraising events (not including \$ <u>0</u> of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	<b>6b</b>			0	
	<b>c</b>	Less: direct expenses from gaming and fundraising events . . . . .	<b>6c</b>			0	
	<b>d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	<b>6d</b>				0
	<b>7a</b>	Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>			0	
	<b>b</b>	Less: cost of goods sold . . . . .	<b>7b</b>			0	
	<b>c</b>	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) . . . . .	<b>7c</b>				0
	<b>8</b>	Other revenue (describe in Schedule O) . . . . .	<b>8</b>				0
	<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . . ▶	<b>9</b>				1,738
	<b>10</b>	Grants and similar amounts paid (list in Schedule O) . . . . .	<b>10</b>				0
	<b>11</b>	Benefits paid to or for members . . . . .	<b>11</b>				0
	<b>12</b>	Salaries, other compensation, and employee benefits . . . . .	<b>12</b>				0
	<b>13</b>	Professional fees and other payments to independent contractors . . . . .	<b>13</b>				1,520
	<b>14</b>	Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>				204
	<b>15</b>	Printing, publications, postage, and shipping . . . . .	<b>15</b>				0
	<b>16</b>	Other expenses (describe in Schedule O) . . . . .	<b>16</b>				0
	<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16 . . . . . ▶	<b>17</b>				1,724
	<b>18</b>	Excess or (deficit) for the year (subtract line 17 from line 9) . . . . .	<b>18</b>				14
	<b>19</b>	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	<b>19</b>				5,838
	<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>20</b>				0
	<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . . ▶	<b>21</b>				5,852

**Part II Balance Sheets** (see the instructions for Part II)  
 Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
<b>22</b> Cash, savings, and investments	5,838	<b>22</b> 5,852
<b>23</b> Land and buildings	0	<b>23</b> 0
<b>24</b> Other assets (describe in Schedule O)	0	<b>24</b> 0
<b>25</b> Total assets	5,838	<b>25</b> 5,852
<b>26</b> Total liabilities (describe in Schedule O)	0	<b>26</b> 0
<b>27</b> Net assets or fund balances (line 27 of column (B) must agree with line 21)	5,838	<b>27</b> 5,852

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)  
 Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? See Schedule O, Statement 1  
 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)
<b>28</b> Provide continuing education for residential property managers for state licensing accreditation, classes also provide networking and support opportunities for both members and non-members. We offered two classes in 2021 to 57 members and various non-members from the community at large (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28a</b>	1,520
<b>29</b> _____ _____ (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29a</b>	
<b>30</b> _____ _____ (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30a</b>	
<b>31</b> Other program services (describe in Schedule O) _____ (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>31a</b>	0
<b>32</b> Total program service expenses (add lines 28a through 31a)	<b>32</b>	1,520

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)  
 Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Abby Gill President	2.00	0	0	0
Melissa Davis President Elect	1.00	0	0	0
Tom Hurd Past President	1.00	0	0	0
Mary Hurd Secretary	1.00	0	0	0
Hannah Jessop Treasurer	1.00	0	0	0
John Carlson Membership chair	1.00	0	0	0
Bruno Frlia Education Chair	1.00	0	0	0
Chris Mockel Legislative Chair	1.00	0	0	0
Cindee Jessop Webmaster	1.00	0	0	0
Tabitha Walker Membership co-chair	1.00	0	0	0
Jessica Sample Membership co-chair	1.00	0	0	0

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No
<b>33</b>	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
<b>34</b>	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	<input checked="" type="checkbox"/>	
<b>35a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
<b>b</b>	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
<b>c</b>	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<input checked="" type="checkbox"/>
<b>36</b>	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
<b>37a</b>	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ <b>37a</b> 0		
<b>b</b>	Did the organization file <b>Form 1120-POL</b> for this year?		<input checked="" type="checkbox"/>
<b>38a</b>	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
<b>b</b>	If "Yes," complete Schedule L, Part II, and enter the total amount involved <b>38b</b>		
<b>39</b>	Section 501(c)(7) organizations. Enter:		
<b>a</b>	Initiation fees and capital contributions included on line 9 <b>39a</b>		
<b>b</b>	Gross receipts, included on line 9, for public use of club facilities <b>39b</b>		
<b>40a</b>	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
<b>b</b>	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
<b>c</b>	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
<b>d</b>	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
<b>e</b>	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<input checked="" type="checkbox"/>
<b>41</b>	List the states with which a copy of this return is filed ▶ <b>MT</b>		
<b>42a</b>	The organization's books are in care of ▶ <b>Hannah Jessop</b> Telephone no. ▶ <b>406-361-0974</b> Located at ▶ <b>320 S 2nd Street, Hamilton, MT 59840</b> ZIP + 4 ▶ <b>59840</b>		
<b>b</b>	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	<b>42b</b>	<input checked="" type="checkbox"/>
<b>c</b>	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶	<b>42c</b>	<input checked="" type="checkbox"/>
<b>43</b>	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of <b>Form 1041</b> —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ <b>43</b>		
<b>44a</b>	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	<b>44a</b>	<input checked="" type="checkbox"/>
<b>b</b>	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	<b>44b</b>	<input checked="" type="checkbox"/>
<b>c</b>	Did the organization receive any payments for indoor tanning services during the year?	<b>44c</b>	<input checked="" type="checkbox"/>
<b>d</b>	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>44d</b>	
<b>45a</b>	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	<b>45a</b>	<input checked="" type="checkbox"/>
<b>b</b>	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	<b>45b</b>	<input checked="" type="checkbox"/>

	<b>Yes</b>	<b>No</b>
<b>46</b> Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .	46	<input checked="" type="checkbox"/>

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI . . . . .

	<b>Yes</b>	<b>No</b>
<b>47</b> Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	47	<input type="checkbox"/>
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	48	<input type="checkbox"/>
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	49a	<input type="checkbox"/>
<b>b</b> If "Yes," was the related organization a section 527 organization? . . . . .	49b	<input type="checkbox"/>

**50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

**f** Total number of other employees paid over \$100,000 . . . . . ▶

**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

**d** Total number of other independent contractors each receiving over \$100,000 . . . . . ▶

**52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A . . . . .  **Yes**  **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date
	Hannah Jessop, Treasurer Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶				Firm's EIN ▶
	Firm's address ▶				Phone no.

May the IRS discuss this return with the preparer shown above? See instructions . . . . .  **Yes**  **No**



**SCHEDULE O  
(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

**Open to Public  
Inspection**

Name of the organization

Western Montana District of NARPM Inc

Employer identification number

37-2004516

Form 990-EZ, Part V, Line 34 - The entity had been operation, since incorporation, under the National Association of Residential Property Managers employer identification number. The entity, with the assistance of the national organization, filed for and received a new employer identification number and has applied for non-profit status - so this is our initial return, application pending.

Primary Exempt Purpose

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Primary Exempt Purpose

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Networking/support/education for residential property managers in western Montana



e-file and print your Form 990 and state registration forms

## Authentication Successful

Western Montana District of NARPM Inc

37-2004516

2021 IRS Form 990 EZ

1/1/2021 - 12/31/2021

**This filing has been authenticated.**

**Thank you.**

As soon as we receive and process the Form 8453-TE signature form for your filing, we will transmit your filing to the IRS. The Electronic transmittal of your filing will happen within 1 business day of the receipt of your signature form.

Once the IRS has received your filing, they will process it and send us back an acknowledgment. Our system will then send you an e-filing receipt, via email, stating whether the filing was accepted or rejected. If the filing was rejected, the e-filing receipt will contain information to help you make the appropriate corrections so you can resubmit the filing.

You can check the status of your filing at any time at the 990 Online Return Status page ([Click below](#)).

Please print this page for your records.

[Return to Control Panel](#)

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Please see our [technical support page](#) if you have questions or problems using this website.

Concerned about your privacy? Please view our [privacy policy](#).

This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.

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Last modified: February 9, 2022.

# Tax Exempt Entity Declaration and Signature for Electronic Filing

For calendar year 2021, or tax year beginning \_\_\_\_\_, 2021, and ending \_\_\_\_\_, 20

# 2021

Department of the Treasury  
Internal Revenue Service

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, 8868, 5227, 5330, and 8038-CP

▶ Go to [www.irs.gov/Form8453TE](http://www.irs.gov/Form8453TE) for the latest information.

Name of filer

Western Montana District of NARPM Inc

EIN or SSN

37-2004516

## Part I Type of Return and Return Information

Check the box for the type of return being filed with Form 8453-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line of the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	1738
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance due (Form 8868, line 3c)	5b	
6a	Form 990-T check here	<input type="checkbox"/>	b	Total tax (Form 990-T, Part III, line 4)	6b	
7a	Form 4720 check here	<input type="checkbox"/>	b	Total tax (Form 4720, Part III, line 1)	7b	
8a	Form 5227 check here	<input type="checkbox"/>	b	FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a	Form 5330 check here	<input type="checkbox"/>	b	Tax due (Form 5330, Part II, line 19)	9b	
10a	Form 8038-CP check here	<input type="checkbox"/>	b	Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

## Part II Declaration of Officer or Person Subject to Tax

- 11a  I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.
- b  If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that  I am an officer of the above named entity or  I am the person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_, and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund.

**Sign Here** Hannah Jones | 4/5/22 | Treasurer  
Signature of officer or person subject to tax Date Title, if applicable

## Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-TE are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The entity officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

<b>ERO's Use Only</b>	ERO's signature	Date	Check if also paid preparer <input type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's SSN or PTIN
	Firm's name (or yours if self-employed), address, and ZIP code				EIN Phone no.

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	Firm's name				Firm's EIN
	Firm's address				Phone no.



National Association of Residential Property Managers

**Western Montana Chapter NARPM**  
PO Box 7735  
Missoula, MT 59807  
NARPM 2021 Projected Budget

**Beginning Balance:** **\$5,822.57**

**Income:**

Lunch Income	\$1,600.00
CE Income	\$3,000.00
Affiliate Membership Income	\$2,000.00
NARPM Grant	\$500.00
<b>Income Total</b>	<b>\$7,100.00</b>

**\$12,922.57**

**Expenses:**

Lunch Expenses	(\$925.00)
U.S.P.S.	(\$134.00)
Printing Costs	(\$250.00)
CE Expenses	(\$2,500.00)
Secretary of State	(\$20.00)
MOR Membership	(\$500.00)
<b>Expense Total</b>	<b>(\$4,329.00)</b>

**Ending Balance:** **\$8,593.57**

*Prepared and Submitted by Chapter Treasurer: Mercedes Price Date: 1/19/2021*



National Association of Residential Property Managers

**Western Montana Chapter NARPM**

P.O. Box 7735

Missoula, MT 59807

## Western MT Chapter NARPM 2021 End Financial Statement

<b>Beginning Account Balance</b>	
As of 01/01/2021	<b>\$5,838.12</b>
<b>Income:</b>	
2021 Income Total	<b>\$1,737.55</b>
<b>Expense</b>	
2021 Expense Total	<b>\$1,723.55</b>
<b>Net Income:</b>	
2021 YTD	<b>\$14.00</b>
<b>Ending Account Balance</b>	
As of 12/31/2021	<b>\$5,852.12</b>

*Prepared and Submitted by Chapter Treasurer: Hannah Jessop*

*Date: January 31, 2022*



*Western Montana Chapter of National Association of Residential Property Managers*  
*Thursday 5.20.21*  
*Virtual Meeting*

---

**Meeting starts 12 pm**

1. Welcome Members and Guests
2. Purpose and Overview

**Mission**

NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships

3. **Introductions – *Welcome to the new normal!***
4. **Code of Ethics – Article 5: Care of Manage Properties** – The Property Manager shall hold a high regard for the safety and health of those lawfully at a manage property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.
5. Approval of last meeting minutes and Treasurer’s reports
6. Leadership/committee Reports –
  - a. Nominations for new board members 2022
  - b. Nomination for Affiliate Chair 2021 - Paul Hein will be leaving
  - c. Reestablishing vacancy reporting
  - d. Survey to keep online meeting or goto in person
  - e. Establishing a new Montana State NARPM
  - f. Recognition of new RMP members in our chapter
  - g. Open floor to other Chair reports

**7. CE - APM Help speaking on Embezzlement**

**8. Next meeting: July 22, 2021**

**9. Next CE offered - June 30, 2021 Bruno Fria - Montana Law Upp**

**10. Closing**

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM® membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



***Western Montana Chapter of National Association of Residential Property  
Managers Thursday, November 18, 2021  
Virtual Meeting  
Zoom***

**AGENDA**

**Meeting starts 12 pm**

1. Welcome Members and Guests
2. Purpose and Overview

**Mission**

NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships

**3. Introductions – *Welcome new Members to the Chapter.***

- a. *New affiliate - Hegman Mudjacking*
- b. *New Members -*
  - c. *Missoula Property Management Yvonne Gavigan*
  - d. *Centana Property Management LLC Kaitlin Lagos*
  - e. *Plum Property Management Mariah Masley-Balk*
  - f. *Plum Property Management Lisa Balentine*
  - g. *RTE Property Group Rachel Dudley*
  - h. *RTE Property Group Brittany Matthews*
  - i. *Summit Property Management Kathy Golie*

**4. Code of Ethics – Article 10: TRUTH IN ADVERTISING**

*The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.*

**STANDARDS OF PROFESSIONALISM**

**10-1** Regardless of the type of media used, advertising content shall be truthful and honest at all times.

5. Approval of last meeting minutes and Treasurer's reports
6. Leadership/committee Reports –
  - a. CE Class update - Upcoming CE
  - b. Open floor to other announcements
7. Speaker – Nate Nunnally with Custom West Pest Control. He will be speaking on prevention and other services provided by his company.
8. Next meeting: January 20, 2022



## 9. Closing

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**Page 1 of 2**

individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.





**Virtual Meeting – Thursday, November 20<sup>th</sup>, 2021 at 12:00 p.m.**

**AGENDA**

1. Welcome Members and Guests
  - a. Past Presidents - Tom Hurd, Sabrina Murphy, Annie Kremlin, Josh Plum, Aaron Gingerelli, Heather Schwenk, Sherrie Featherly.
  - b. New Members - None at this time.
  - c. New Affiliates - None at this time.
2. Purpose and Overview
  - a. Mission: NARPM provides resources for residential property management professionals, who desire to learn, grow, and build relationships.
  - b. Vision: NARPM will be the recognized leaders in residential property management.
3. Code of Ethics
  - a. **Article 10: TRUTH IN ADVERTISING** – The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.
    - i. **STANDARDS OF PROFESSIONALISM: 10-2** - No property shall be offered as “For rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
4. Call for Approval for last meeting minutes and the treasurer's report.
5. Leadership and Committee Reports
  - a. Old Business:
  - b. New Business:

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- i. November 2021 CE certificates will be emailed. They are being finalized by Abby Gill.
    - ii. Goal: Get our chapter back in-person by March 2022. Any suggestions on a venue? We will need to keep in mind any rental fees, negotiations on menu prices, room size, is technology and internet available? Email any suggestions to [wmtmnarpm@gmail.com](mailto:wmtmnarpm@gmail.com)
    - iii. Strategic Planning - Planning will be taking place in March and announced at the March chapter meeting. Does 12:00 p.m. still work? Any other preferred times? Do we need to increase our meeting time?
  - c. Open floor to any announcements from members
6. Speaker Information
  - a. Welcome Jennifer Stoops, Master Property Manager & Residential Management Professional Designated, 2022-2024 Regional Vice President of the NorthWest Region, and Past President of the NARPM Charlotte Chapter!
    - i. Installation of 2022 Board Members: Abby Gill - President, Melissa Davis - President Elect, Mary Hurd - Secretary, Tom Hurd - Past President, Hannah Jessop - Treasurer, Bruno Friia - Education Chair, John Carlson, Jessica Sample, and Tabitha Walker - Membership Committee, Chris Mockel - Legislative Chair, and Cindee Jessop - Web Master.
    - ii. Why NARPM and How to Get Involved: What is chapter excellence and why is it important? Why NARPM designations? How is a State chapter beneficial? How does the executive board operate? Why creating relationships and getting involved is important for yourself, the chapter, and our industry.

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7. Next Meeting Date: **March 17<sup>th</sup>, 2022 at 12:00 p.m. Location to be announced!**
8. Adjourn Meeting

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## National Association of Residential Property Managers

Greater Montana Chapter of NAPM

PO Box 7735

Missoula, MT 59807

### MEETING MINUTES

January 27 2021

Meeting was called to order at 12:00 pm by **Tom Hurd - Rent Smart**

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Kala Sylte with Missoula Property Management, Mercedes Price with Summit Property Management and Tom Hurd with Rent Smart. Guest speaker, Melissa Sharone with First Rate Property Management

The Minutes of the November 21 2019 meeting were provided and approved.

The Treasurer report was provided and approved.

Aaron Gingerelli read aloud Code of Ethics Article 1.

#### **Code of Ethics- Article 1: Responsibility to Protect the Public**

#### **STANDARDS OF PROFESSIONALISM**

#### Change to Handling of Funds

***1-3 The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.***

#### Announcements:

1. Still looking for November 2020 speaker
2. Carissa from Homeword talked about Homeword's challenge to place certain individuals with higher renting barriers and emphasized the Landlord Liaison position. Utilize them as a resource for placing these applicants and help with unpaid rent, damage, bad move outs. Lowering risk. Volunteered Homeword for November speaker position.

#### Old Business:

1. Tom Hurd reported on the Leadership Training. He relayed information about his experience, including how other NARPM chapters strongly utilize affiliate memberships as well as how Portland is handling new rent control laws.

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## National Association of Residential Property Managers

2. It was voted to not renew 2019 MOR Affiliate Membership, and rather table the renewal until 2020. Tom Hurd mentioned the possibility to obtain a grant to assist in the costs of the membership.

### New Business:

1. Board was formally announced and the oath given.
2. Results of the Continuing Education Survey were discussed. Majority of voters want to take Finance: Cash Flow Analysis, preferred 4 hours of CE at a time and summer time is the least preferred time for CE.

Speaker was: **Melissa Sharone**

Meeting was adjourned.

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*Western Montana Chapter of  
National Association of Residential Property Managers  
Board Meeting  
Thursday, March 18th 10:30 am  
GoToMeeting*

---

**AGENDA**  
**Meeting starts 10:30 am**

- 1) Introductions/roll call of those present**
- 2) Approval of last meeting minutes and Treasurer's reports -**
- 3) Discussion Points**
  - A) Committee Reports:
    1. Legislation
    2. Website - Vacancy Reporting? Get chapter leaders updated with National. Photos for leaders?
    3. New Member
    4. Affiliate
    5. Education:
      - a) Travis stepping away Annie has offered to take over
      - b) Annie has classes lined up: Fair Housing class for April and working on a class with Bruno Fria about bills currently in legislation.
      - c) May meeting speaker Courtney Wolfe, RMP speaking on automation of PM business
      - d) Tier pricing? WT MT members free. NARPM at large members cost? Cost for non-members as usual?
  - B) Bi-laws changes?
    1. Meeting day/time changes? Put to all member vote?
    2. Tier pricing for meetings with education? MT MT members free. NARPM at large members cost? Cost for non-members?
    3. Chapter dues for our chapter? Since no longer paying for lunch?
  - C) Formation of a State Chapter?
  - D) Chapter zoom account? (Annie paid for one for this meeting. need it to use EventBrite)
  - E) Board meeting schedule. Need to meet every quarter need to meet 3 more times
  - F) COVID-19:
    - 1) Updates -
    - 2) Stay Virtual?
- 4) Closing by 11:45 am to switch to all member meeting**

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*Western Montana Chapter of  
National Association of Residential Property Managers  
Board Meeting  
Thursday, July 22, 2021  
ZOOM*

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**AGENDA**  
**Meeting starts 11 am**

**1) Introductions/roll call of those present:** Annie Kremin, Abby Gill, Hannah Jessop, Cindee Jessop, Tom Hurd, Mary Hurd

**Discussion Points:**

- Abby Gill will be President Elect for 2021 and President for 2022
- Annie Kremin reviewed the bylaw updates to match nationals suggested by laws.
- Possible implementation of Chapter Dues to continue to bring in more revenue
- Zoom meetings VS In person meetings and how that affects members across the state
- Increase the number of Board Meetings we have each year, 2nd week of the month a week before our Chapter meeting.

**2) Next meeting: August 11, 2021, 10:00am**

**3) Closing: 11:00am**

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***Greater Montana Chapter of National Association of Residential Property  
Managers***

Greater Montana Chapter of NAPM  
PO Box 7735  
Missoula, MT 59807

**Board Meeting Minutes  
September 16, 2021**

Meeting was called to order at 12:00 by Tom Hurd

Attendees included Annie Kremin-Eckert of Topher Realty, Tom Hurd of Rent Smart Property Management, Mary Hurd of Rent Smart Property Management, Hanna Jessop & Cindee Jessop of Cardinal Property Management and Abby Gill of Plum Property Management

The Treasury Report and Minutes of the July 22nd meeting will be distributed for approval.

Tom Hurd read code of ethics Article 7: AREAS OF EXPERTISE

The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.

STANDARDS OF PROFESSIONALISM

7-1 The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.

ANNOUNCEMENTS

Education, Annie Kremin-Eckert:

1. Chapter meetings shall account for education credits. Attendees must have proof of attendance to receive credits for the July and September meetings.
2. Need to select an RVP or MPM who will provide the 4 hours of Ethics education.
3. Meth class has been put on hold due to delayed release date of guidelines. January is the earliest expected date of the revised guidelines.
4. Narpn National is offering a one hour webinar on September 23<sup>rd</sup>. This offering meets BRR guidelines to qualify for continuing education. Attendees must provide proof of attendance to the education chair to receive credit.

2022 Leadership Board, Abby Gill:

Melissa Davis, President Elect

Mary Hurd, Secretary

Hannah Jessop, Treasurer

Bruno Friia, Education Chair

John Carlson, Jessica Sample and Tabitha Walker, Membership Committee

Meeting was adjourned. Tom Hurd



***Greater Montana Chapter of National Association of Residential Property  
Managers***

Greater Montana Chapter of NAPM  
PO Box 7735  
Missoula, MT 59807

**Board Meeting Minutes  
November 18, 2021**

Meeting was called to order at 12:00 by Abby Gill

Attendees included Annie Kremin-Eckert of Topher Realty, Tom Hurd of Rent Smart Property Management, Mary Hurd of Rent Smart Property Management, Hanna Jessop & Cindee Jessop of Cardinal Property Management, Sabrina Murphy of MT Properties Group and Abby Gill of Plum Property Management

The Treasury Report and Minutes of the September 16th meeting were reviewed and approved.

Tom Hurd read Code of Ethics – Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

**STANDARDS OF PROFESSIONALISM**

10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.

**ANNOUNCEMENTS**

Tom Hurd, New members and new affiliate

**Members**

Yvonne Gavigan, Missoula Property Management  
Kaitlin Lagos, Centana Property Management  
Mariah Masley-Balk, Plum Property Management  
Rachel Dudley, RTE Property Group  
Brittany Matthew, RTE Property Group  
Kathy Golie, Summit Property Management

Affiliate

Hegman Mudjacking

#### General Announcements

Annie Kremin-Eckert, continued discussion on hybrid meetings. Abby Gill will create and send a Survey monkey to get feedback on resuming in person meetings.

Next meeting January 20, 2022 will feature Induction of new Board.

Nate Nunully of Custom West Pest Control was the Speaker.

Meeting was adjourned,

Abby Gill

RESPONDENTS: 23 of 23

SAVE AS ADD TO DASHBOARD

• QUESTION SUMMARIES

• INSIGHTS AND DATA TRENDS

• INDIVIDUAL RESPONSES

Page 1

Q1

Save as

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## President Elect for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Amanda Bragg,  
Centana...  
Other (please  
specify)

ANSWER CHOICES-

RESPON-

-  
Amanda Bragg, Centana Property Management LLC

-  
[Responses](#)

Other (please specify)

TOTAL

Q2

Save as

Customize

## Secretary for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Mary Hurd,  
Rent Smart...  
Other (please  
specify)

ANSWER CHOICES-

RESPONSES-

-  
Mary Hurd, Rent Smart Missoula LLC

**ANSWER CHOICES-**

**RESPONSES-**

[Responses](#)

Other (please specify)

TOTAL

Q3

Save as

Customize

## Treasurer for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Mercedes

Price, Summi...

Other (please specify)

**ANSWER CHOICES-**

**RESPONS**

-  
Mercedes Price, Summit Property Management

[Responses](#)

Other (please specify)

TOTAL

Q4

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## Education Chair for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Travis

Martinez,...

Other (please specify)

**ANSWER CHOICES-**

**RESPONSI**

-  
Travis Martinez, Greener Montana Properties

[Responses](#)

Other (please specify)

TOTAL

Q5

Save as

Customize

## Affiliate Chair for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Paul Heihn,  
North West...  
Other (please  
specify)

**ANSWER CHOICES-**

**RESPONSES-**

-  
Paul Heihn, North West Collectors

-  
[Responses](#)

Other (please specify)

TOTAL

Q6

Save as

Customize

## Chapter Membership Coordinator for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Sabrina  
Murphy, MT...  
Other (please  
specify)

**ANSWER CHOICES-**

**RESPONSES-**

-  
Sabrina Murphy, MT Properties Group

-  
[Responses](#)

Other (please specify)

TOTAL

Q7

Save as

Customize



## Chapter Legislative Chair for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Chris Mockel,  
Topher Realty  
Other (please  
specify)

**ANSWER CHOICES-**

**RESPONSES-**

-  
Chris Mockel, Topher Realty

-  
[Responses](#)  
Other (please specify)

Total Respondents: 23

Q8

Save as

Customize

## Chapter Website Chair for 2021

- Answered: 23
- Skipped: 0

0%10%20%30%40%50%60%70%80%90%100%

Cindee Jessop,  
Cardinal...  
Other (please  
specify)

**ANSWER CHOICES-**

**RESPONSES-**

-  
Cindee Jessop, Cardinal Properties Inc

-  
[Responses](#)  
Other (please specify)

Total Respondents: 23

Please cast your votes for the 2021 Western MT Chapter NARPM Board Members. We will be closing the survey on Friday September 25, 2020 @ 05:00 p.m. MST. We are looking forward to another great year and appreciate your participation.

OK

### Question Title

## 1. President Elect for 2021

Amanda Bragg, Centana Property Management LLC

Other (please specify)

### Question Title

## 2. Secretary for 2021

Mary Hurd, Rent Smart Missoula LLC

Other (please specify)

### Question Title

## 3. Treasurer for 2021

Mercedes Price, Summit Property Management

Other (please specify)

### Question Title

## 4. Education Chair for 2021

Travis Martinez, Greener Montana Properties

Other (please specify)

### Question Title

## 5. Affiliate Chair for 2021

Paul Heihn, North West Collectors

Other (please specify)

### Question Title

## 6. Chapter Membership Coordinator for 2021

Sabrina Murphy, MT Properties Group

Other (please specify)

**Question Title**

**7. Chapter Legislative Chair for 2021**

- Chris Mockel, Topher Realty
- Other (please specify)

**Question Title**

**8. Chapter Website Chair for 2021**

- Cindee Jessop, Cardinal Properties Inc
- Other (please specify)

DONE