

User: kdpare@gmail.com

## 2016 Chapter Compliance

**All chapters are required to answer questions 1-10 BY THE LAST DAY OF February**

Chapter: Western Montana

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload Western Montana Chapter BYLAWS 11-8-12.docx

2. Fill in number of RVP calls the chapter's president or their representative participated in: 4

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. Narpm tax doc0001 2015.pdf

4. Upload a copy of your current year budget: 2015 Budget breakdown.pdf

5. List number of membership meetings: 9

Flier Upload 2-17-16 - meeting notes.docx

Flier Upload Chapter Meeting Agenda 10.2015.docx

Flier Upload Chapter Meeting Agenda 10.2015.docx

Flier Upload 101515\_narpmminutes (1).pdf

Flier Upload 111915\_narpmminutes (1).pdf

Flier Upload

6. List number of board meetings: 3

Copy of Minutes 010915 NARPM board meeting minutes.doc

Copy of Minutes 031215 NARPM board meeting minutes (1).doc

Copy of Minutes

7. Does your chapter charge dues? No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included? No

10. On a scale of 1-10, how well do you think your chapter is doing? 7.258

Do you want to apply for Chapter Excellence as well? Yes



## National Association of Residential Property Managers

### 2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name: Western Montana Chapter

Is this a New Chapter formed within the last 18 months? No

Number of chapter members at time of Application (excluding affiliates): 52

Total Points from Application:

**Chapters must have 30 or more points to submit an application.**

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

**To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.**

**E-mail questions to one of the volunteers: [kdm@partnersmgmt.com](mailto:kdm@partnersmgmt.com)  
Or phone: 404-876-8700 (Eastern Time Zone)**

**The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.**

**New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list**

## Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

## Application Questions:

**MEMBERSHIP:** Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

43

Associate Members: 9

Support Staff Members:

Life Members:

Combined Total Number of Members: 52

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload Membership list for Chapter excellence.xls

Does the state in which the chapter is located have continuing education requirements for licensing?

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:

Number of New Members added to Chapter:

New Member Growth:

New Members Upload

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:

Membership Retention: 0

Membership Retention Upload Membership list for Chapter excellence.xls

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:

Affiliate Members: 5

Affiliate Members Upload affiliate screenshot - no affiliate report available.JPG

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points:

Number of Community Service  
Projects Provided:

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points:

Percentage of Members in Attendance: 3=1-9%

Membership Attendance

Membership Attendance

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points:

Percentage of Members in Attendance: 6=25-30%

Member Attendance Upload 2016 NARPM Broker-Owner Conference Attendance List20160422\_11515590.pdf

Member Attendance Upload

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points:

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points:

Percentage of New Members

Mentored:

Mentor Program Checklist

**EDUCATION:** Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points:

Number of Chapter-Sponsored  
Educational Course(s):

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points:

Number of Chapter-Sponsored  
Educational Course(s):

Chapter-Sponsored Educational  
Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points:

Number of Function(s) Arranged  
and Performed with Another  
Chapter and/or Real Estate  
Related Association:

Applicable Flyer/ Other  
Demonstrative Information Upload

Applicable Flyer/ Other  
Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1)** point per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points:

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:

Copy of Meeting Agenda Upload

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of December 31:

RMP MPM Designations Upload

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:

Percentage of Candidates as of December 31:

CRMC Designations Upload

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:

Percentage of Members with RMP/ MPM Designations:

Member List with RMP/ MPM  
Designations Upload

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points:

Percentage of CRMC Companies  
as of December 31:

Member Companies who hold  
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points:

Percentage of Members holding  
certifications as of December 31:

List of CSS, CMC, CRMB  
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of  
December 31:

Members who are Candidates for  
the CSS, CMC, CRMB Upload

**MARKETING:** Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:

Number of Sponsoring/ Staffing a  
NARPM booth at a non-NARPM  
Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:

Number of Newsletters:

Newsletter Upload

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points:

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points:

Membership Committee:

Membership Committee Upload

Education/Designation  
Committee:

Education/Designation Committee  
Upload

Legislative/Governmental Affairs  
Committee:

Legislative/Governmental Affairs  
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee  
Upload

Community Service Committee:

Community Service Committee  
Upload

**GOVERNMENTAL AFFAIRS/LEGISLATION:** Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points:

Number of Efforts to Pass or  
Defeat a Legislative Issues:

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other

## Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members who  
Contribute at Least \$25 to the  
NARPM PAC

List of Contributors Upload

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points:

Hosted or Participated in NARPM  
State Day on the Hill:

Flyer/ Information Promoting the  
Event Upload

**LEADERSHIP:** Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:

Percentage of Members  
Volunteering:

List of Volunteers Upload

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members in  
Attendance:

Attendee List Upload

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Total Points from Application:

Form Completed By:

Chapter Title:

Phone Number:

E-mail Address:



**BYLAWS OF THE**  
The Western Montana Chapter of  
**THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**

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.

*Continued on page 2*

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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, Junior, Student, Academic, and Honorary Members

### 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

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, or hold elective office.

*Continued on page 3*

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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 to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

*Continued on page 4*

*Continued from page 3*

Section F: Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18–25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

Section G: Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website.

These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

Section H: Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

*Continued on page 5*

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Section I: Application by Professional, Associate, Support Staff, Junior, Student, or Academic Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of 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.

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- b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. By notification from the National Association -to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: 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.

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*Continued from page 6*

#### ARTICLE IV: Executive Committee/Board of Directors

The Board of Directors: *Due to a consistent lack of interest from Chapter members and board members alike in being President of the Chapter and due to excessive time commitments of past presidents service and significant stress levels, the Board agrees to the following statement of commitment: As a Board member I will make every effort to assist the President with leading the Chapter and in meeting the requirements of National NARPM and The Chapter/Support Staff/Affiliate members. I will never expect the President to take on the duties of my Board position but will look to the President for guidance and let the President know if issues prevent me from fulfilling the duties of my position. If I have time available and am willing, I will volunteer to help the President. Also, as a Board member I will respect the President's authority and be supportive of the President's efforts to lead as long as it is not outside the Bylaws or the Chapter's interest.*

#### 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 five (5) Chairs as follows:

*Continued on page 8*

*Continued from page 7*

Officers and Chairs are as follows: The term—begins January 1<sup>st</sup> and ends December 31<sup>st</sup>:

President—president is elected as President Elect below—one year as President and 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)

Education Chair—elected to one-year term by Chapter

Webmaster—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. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - 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.

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*Continued from page 8*

- 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.
2. President–elect: The president–elect shall:
- a. Assist the President in fulfilling the required compliance and activities of the Chapter.
  - b. Be the Chapter’s representative in Regional Conference planning committee, sign into and participate on conference calls for the committee and attend the Regional Conference with expenses paid by the Chapter.
  - c. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - d. Fulfill the responsibilities of the president during his/her absence.
  - e. Prepare application for Chapter Excellence Award to be submitted to National Association.
  - f. Replace the president at the end of the fiscal year.
  - g. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - h. Undertake other activities as are deemed appropriate by the president.
  - i. Serve a term of one year commencing with the beginning of the calendar year.
  - j. Must be a Professional Member of the Chapter.
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.

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*Continued from page 9*

- f. May be an Affiliate Member (may not vote, only advise) or 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 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 positions: Chairs
- a. There are five (5) count Chair 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 are members of the Executive Committee and with the exception of Affiliate members are entitled to vote. The Current Chair descriptions and their duties are outlined in a separate document. Contact a Board Member or Officer for a copy.

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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. Affiliate members may only serve as Secretary; however, their role as Secretary in meetings is advisory and they cannot vote.

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 in November each year with nominations starting in October. Elections can be done electronically or at the Chapter meeting at the discretion officer conducting the elections.

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.

*Continued on page 12*

*Continued from page 11*

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 [Chapter Name] 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.

Section D: Term of Office

An officer's term of office shall commence with the beginning of 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:

*Continued on page 13*

*Continued from page 12*

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 at least quarterly.

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 member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

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*Continued from page 13*

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

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

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Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

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 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: 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. Continuing education will be free of charge to all Licensed National NARPM members who are listed as current members with NARPM National and all Affiliate Members who are current on their dues.

*Continued on page 16*

*Continued from page 15*

2. Continuing Education Fees: There will be no charge for Continuing Education classes if you are a National NARPM member. All 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 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 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.
4. New Support Staff Members will receive a \$50.00 credit towards first year membership dues.
5. New Affiliate Members will receive a \$50.00 credit towards first year membership dues.
6. 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.

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*Continued from page 16*

7. 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 [chapter name] 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.

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*Continued from page 17*

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 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.

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*Continued from page 18*

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 [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E: 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 \_\_\_ day of \_\_\_\_\_ 2011.

IN WITNESS WEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_, President  
Tom Chapman

That I am the duly elected Secretary 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 17th day of November 2011.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_, Secretary  
Jennifer Standish

# MONTANA CORPORATION ANNUAL REPORT - 2015

FILED ELECTRONICALLY IN ORDER FOR YOUR CORPORATION TO REMAIN ACTIVE AND IN GOOD STANDING AND PREVENT INVOLUNTARY DISSOLUTION/REVOCATION PER 35-2-904,MCA.

Filed Date 03/25/2015  
Document No. 1630021  
Filing Time 08:44AM

WESTERN MONTANA DISTRICT OF NARPM INC.

DAN WILLIAMS  
715 KENSINGTON AVE. STE 25B  
PO BOX 7735  
MISSOULA MT 59807

FOLDER ID NUMBER: D089183  
TYPE: 54

1. State/Country of Incorporation: MT
2. Description of Business: MUTUAL BENEFIT WITH MEMBERS
3. Names and Addresses of **Principal Officers - At least one officer MUST be listed.**

**President**

HEATHER SCHWENK  
PO BOX 7735  
MISSOULA MT 59807

**Treasurer**

DAN WILLIAMS  
PO BOX 7735  
MISSOULA MT 59807

**Other**

COLIN WOODROW  
PO BOX 7735  
MISSOULA MT 59807

4. Names and Addresses of **the Directors - At least 3 director(s) MUST be listed.**

**Director**

MARY HURD  
PO BOX 7735  
MISSOULA MT 59807

**Director**

LISS BARBARA  
PO BOX 7735  
MISSOULA MT 59807

**Director**

LISA GOHRICK  
422 MADISON  
MISSOULA MT 59802

5. Names of **Shareholders**.

6. Address of Principal Office.

STREET : 715 KENSINGTON AVE  
CITY,ST : 25B MT 59801  
COUNTRY :

By submitting this filing electronically to the Montana Secretary of State's Office, I state that as an authorized agent, chair of the board of directors, or officer of the above corporation I submit this report on behalf of the corporation and that the statements in this report are true, under penalty of false swearing, in accordance with Mont. Code Ann. § 45-7-202.

Electronically Submitted by: DAN WILLIAMS

E-mail: RENTALS@GRIZZLYPM.COM

**ALL INFORMATION PROVIDED, INCLUDING NAMES AND ADDRESSES OF OFFICERS AND DIRECTORS WILL BE MADE AVAILABLE ON THE SECRETARY OF STATE'S WEBSITE <http://www.sos.mt.gov> OR UPON REQUEST.**

Western Montana NARPM Chapter  
2015 Income Expense Summary

**INCOME**

Lunch	50/50	CE	Affiliate	NARPM
\$ 311.00	\$ 55.00			
\$ 604.50	\$ 25.00	\$ 315.00	\$ 1,950.00	\$ 372.00
\$ 572.50	\$ 20.00	\$ 345.00	\$ 600.00	
\$ 490.00	\$ 25.00	\$ 60.00	\$ 150.00	
\$ 297.50	\$ 18.00	\$ 1,230.00	\$ 150.00	\$ 2,115.00
\$ 665.50	\$ 5.00	\$ 1,455.00	\$ 300.00	
\$ 210.00				
\$ 350.00		\$ 525.00	\$ 1,800.00	\$ 466.33
\$ 612.50				
\$ 4,113.50	\$ 148.00	\$ 3,930.00	\$ 4,950.00	\$ 2,953.33

Income Total:	\$ 16,094.83
Expense Total	\$ 10,448.59
Net Gain	\$ 5,646.24

**EXPENSE**

Buffet	Data Pkg	Refresh	Charity	Trophy	Class Ctf	Inst Ctf	PO Box	BOD Meal	MT Landl
\$ (408.10)	\$ (60.00)		\$ (55.00)						
\$ (595.14)	\$ (60.00)			\$ (300.00)	\$ (87.50)	\$ (300.00)			
\$ (594.86)	\$ (96.00)	\$ (213.60)					\$ (92.00)	\$ (151.00)	
\$ (612.36)	\$ (60.00)								\$ (130.00)
\$ (367.42)	\$ (156.00)	\$ (261.60)							
\$ (384.91)	\$ (156.00)	\$ (213.00)							
\$ (227.45)	\$ (60.00)								
\$ (384.91)	\$ (60.00)								
\$ (524.88)	\$ (60.00)				\$ (130.00)				
\$ (612.00)								\$ (20.00)	
\$ (4,712.03)	\$ (768.00)	\$ (688.20)	\$ (55.00)	\$ (300.00)	\$ (217.50)	\$ (300.00)	\$ (92.00)	\$ (171.00)	\$ (130.00)

Western Montana NARPM Chapter  
2015 Income Expense Summary

Sec of St.	ASUM	CE	Copies	Independ	Sponsor	Flowers	Reimbur	Choco.	Condol.	Stamps	Raffle
\$ (15.00)	\$ (23.00)										
		\$ (900.00)	\$ (63.00)								
		\$ (330.00)	\$ (54.06)	\$ (858.00)	\$ (150.00)	\$ (90.00)	\$ (265.00)	\$ (137.00)			
\$ (20.00)											
									\$ (75.00)	\$ (9.80)	\$ (25.00)
\$ (35.00)	\$ (23.00)	\$ (1,230.00)	\$ (117.06)	\$ (858.00)	\$ (150.00)	\$ (90.00)	\$ (265.00)	\$ (137.00)	\$ (75.00)	\$ (9.80)	\$ (25.00)



## National Association of Residential Property Managers

Western Montana Chapter  
PO Box 7735  
Missoula, MT 59807

### MEETING MINUTES October 15, 2015

Meeting was called to order at 12:00pm by Heather Schwenk of Missoula Property Management.

Introductions were made around the room.

Attendees included Sherrie Featherly of Missoula Property Management, Colin Woodrow of Missoula Housing Authority, Barbara Liss of Cardinal Properties, and Dan Williams of Grizzly Property Management.

The following announcements were made:

Nominations forms are available to nominate someone to the board. Contact Heather for more information.

New Affiliate Members: Carpet Garage

Sherrie Featherly advised if anyone has any issues for legislation they would like brought to the table to please bring them to her.

Barb Liss announced the Montana Landlord Association meeting at Jakes 6pm tonight.

Colin Woodrow read code of ethics:

***Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC***

***It is the responsibility of the Property Manager to protect the public against fraud, misrepresentation, and unethical practices in property management.***

1-5 The Property Manger shall use reasonable efforts to be sure that information on their website is current. If it becomes apparent that information on the website is not current, then the Property Manager shall promptly take corrective action.

The speaker was Emily from the Missoulian. Emily discussed their online rentals listings and platform. The platform is mobile friendly and mobile responsive.

*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's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*



## National Association of Residential Property Managers

Western Montana Chapter  
PO Box 7735  
Missoula, MT 59807

### MEETING MINUTES November 19, 2015

Meeting was called to order at 12:00pm by Heather Schwenk of Missoula Property Management.

Introductions were made around the room.

Attendees included Sherrie Featherly of Missoula Property Management, Colin Woodrow of Missoula Housing Authority, Barbara Liss of Cardinal Properties, Lisa Gohrick of Garden City Property Management, Paul Heihn of Northwest Collectors, and Dan Williams of Grizzly Property Management.

The following announcements were made:

The January 21<sup>st</sup>, 2016 class registration deadline is December 21<sup>st</sup>. Contact Lisa Gohrick for more information.

The December 17<sup>th</sup> meeting will be a holiday party from 3-5pm.

Board elections are closing November 30<sup>th</sup>.

A member survey will be sent out for feedback from the membership.

The Western Montana Chapter of NARPM received the membership excellence award at the national convention.

Barb Liss announced the Montana Landlord Association meeting information she received about water rights and restrictions. A handout was given.

Schwenk read the NARPM mission statement.

Colin Woodrow read code of ethics:

***Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC***

***It is the responsibility of the Property Manager to protect the public against fraud, misrepresentation, and unethical practices in property management.***

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

Affiliate spotlight Paul Heihn with Northwest Collectors brought door prize which was won by Missoula Real Estate Management Group.

Speaker Justice of the Peace, Karen Orzech spoke about landlord/tenant cases.

Meeting was adjourned.

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# **WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES**

## **January 9, 2015**

Meeting called to order 9:00am by Heather Schwenk of Missoula Property Management. Attendees included Sherrie Featherly of Missoula Property Management, Dan Williams of Grizzly Property Management, Colin Woodrow of Missoula Housing Authority and Paul Heihn of Northwest Collectors. Barbara Liss of Cardinal Properties attended via phone.

There is a quorum present.

OLD BUSINESS:

None

NEW BUSINESS:

The Double Tree lunch price increase from \$17.00 to \$17.50 per person. Schwenk will let members know and price will increase for February meeting.

Schwenk asked board for meeting topic ideas.

Proposed ideas included: Northwestern Energy as a speaker, Legislators or legislative updates, Evictions speakers such as Tom Orr or Ted Hess-Homier, Judges speaking about evictions/mediation processes and roundtable discussions.

Community Service Chair Kari Neumiller will look into the YWCA organization and see how we can help that organization through NARPM.

50/50 Raffle went well the first month and board agrees to continue it. Board will work on either having an organization to donate proceeds to or have a specific purpose for the funds to benefit the members. (IE-sending members to NARPM regional conferences)

Vendor Spotlight spaces are still available. Board discussed ways to involve the vendors and possibly setting up a table/space for vendors to display items or advertising at each meeting.

The board agreed to set up a dropbox account online and place all minutes, treasurer reports and other materials in one location for better access.

Sherrie Featherly gave update on the NARPM Northwest Regional Conference. They are meeting monthly and need committee members to help with offsite event.

Anyone volunteering to be on a committee should contact Sherrie.

Meeting was adjourned.

Respectfully submitted,

Jennifer Whipple  
Collection Bureau Services, Inc.  
Secretary for Western Montana Chapter NARPM

*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's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*

## **WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES**

### **March 12, 2015**

Meeting called to order 9:00am by Heather Schwenk of Missoula Property Management.

Attendees included Sherrie Featherly of Missoula Property Management, Dan Williams of Grizzly Property Management, Colin Woodrow of Missoula Housing Authority, Mary Hurd of Rent Smart Missoula, Dyana Finnegan of Zapple Property Management, Paul Heihn of Northwest Collectors and Lisa Gohrick of Garden City Property Management.

Barbara Liss of Cardinal Properties attended via phone.

There is a quorum present.

Schwenk presented the topic of the meeting: Chapter Budget 2015

Williams provided print out of 2013 and 2014 expenses and income as well as 2015 projections.

The board members reviewed the document and discussed ways to target new affiliates such as realtors, title companies and MBIA members.

It was agreed that we need to find out by national if a realtor can join as an affiliate to receive education and if they could use the education credits for their realtor license if they are an affiliate through NARPM.

Board reviewed meal and conference meeting space expenses and discussed. The lunch cost to members was increased to \$17.50 for 2015.

Board approved removing the board expense of breakfast/lunch during board meetings and will meet either in person before a regular lunch meeting or via phone conference.

(\$500 removed from 2015 projected budget)

The 2015 Regional conference expense was discussed at length. Members on the board have volunteered to help and not expect funds, however some funds may be used toward sponsoring the offsite evening event and convention That cost to remain same.

Board approved removing cost of plaque for all members and will provide one plaque to president each year.

(Cost reduced from \$300 to \$30)

Board approved reducing cost of presenters in 2015 to \$1,500.00

(Cost reduced from \$3,400 to \$1,500)

Meeting was adjourned.

Respectfully submitted,

Jennifer Whipple

Collection Bureau Services, Inc.

Secretary for Western Montana Chapter NARPM

*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's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*