



## CHAPTER COMPLIANCE 2023

### C001 PHOENIX METRO CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

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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 conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

#### **De-certification**

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



**CHAPTER COMPLIANCE 2023  
ATTENDANCE REQUIREMENTS MET in 2022**

**C001 PHOENIX / NORTHERN ARIZONA**

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

June 2, 2022 Attendee(s): Heather Nicely

November 8, 2022 Attendee(s): Heather Nicely

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Heather Nicely

November 16, 2022 Attendee(s): **NONE**

Bylaws of  
The Phoenix Metro Chapter of  
The National Association of Residential Property Managers  
Updated March 2023

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Phoenix Metro 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 Phoenix Metro Cities and surrounding areas.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Phoenix Metro Cities and surrounding areas.

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 Arizona.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: Phoenix Metro Cities and surrounding areas

ARTICLE II: Membership

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

Section A: Professional Member

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

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

Section B: Associate Member – grandfathered January 1, 2021

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

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

Section E: Application by Professional, Associate, or Support Staff

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

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

## Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

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

## Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission

- I. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
    - a. Maintain current chapter membership records to coincide with the national association's membership database.
    - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
    - c. File all federal, state and local reports as needed.
    - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
    - e. Serve a term of one year commencing with the beginning of the calendar year.
    - f. Must be a Professional Member of the Chapter.
  4. Treasurer: The treasurer shall:
    - a. Be a signatory for all funds withdrawn from chapter account(s).
    - b. Distribute annual renewal notices for chapter dues and special assessments.
    - c. Deposit all funds into a federally insured financial institution.
    - d. Prepare a financial report for the committee upon request.
    - e. Prepare an end-of-fiscal year report for the national association.
    - f. File tax and other financial reports with the appropriate government agencies.
    - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
    - h. Serve a term of one year commencing with the beginning of the calendar year.
    - i. Must be a Professional Member of the Chapter.
  5. Past President
    - a. Shall serve as Chairman of the Nominating Committee
    - b. Undertake responsibilities as assigned by the President
    - c. Serve a term of one year commencing with the beginning of the calendar year.

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

### Section A: Eligibility

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

### Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the election. Nominations shall be done in two ways:

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

### Section C: Elections

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

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Phoenix Metro Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.



2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

#### ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

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

#### ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

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

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

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

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

Section C: Chapter Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

## ARTICLE IX: Financial Considerations

### Section A: Calendar Year

The chapter's financial year shall be a calendar year.

### Section B: Chapter Dues

A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

### Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

### Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Phoenix Metro Chapter Executive Committee or Board of Directors.

### Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

## ARTICLE X: Proposals and Procedures for Amending

### Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

*ARTICLE XI: Miscellaneous*

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, 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 Arizona 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 Phoenix Metro Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

# Copy of filing information.

Form 990-N

Department of the Treasury  
Internal Revenue Service

## Electronic Notice (e-Postcard)

for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ

OMB No.1545-2085

2022

Open to Public Inspection

A For the 2022 Calendar year, or tax year beginning January 01, 2022 and ending December 31, 2022

B Check if applicable.

? **Terminated for Business**

? **Gross receipts are normally \$50,000 or less**

C Name of Organization: PHOENIX METRO CHAPTER OF NARPM

D Employer Identification Number

45-3631696

2040 S Alma School Rd Suite 1-180  
Chandler, AZ 85286 US

E Website:

F Name of Principal Officer: Jamie Rosen

550 W Baseline Rd Ste 102-122  
Mesa, AZ 85202 US

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**This document is provided for your records only. Your Form 990-N (e-Postcard) has been submitted electronically. No further action is needed.**

2023 NARPM Phoenix Metro	Projected Budget
Education Speakers	4,125.00
JoinIt Software	348.00
Stripe Software	159.00
GoDaddy	140.00
Quickbooks	93.00
Postage/Mailbox	10.00
Annual Reports	90.00
Holiday Party	2,500.00
Promotional	1,000.00
Donations/Charity	5,000.00
Sponsored Events	5,000.00
Misc.	700.00
<b>Total Expenses</b>	<b>19,168.00</b>
<b>Total Income (Dues, Sponsors, )</b>	<b>20,000.00</b>

<b>2022 NARPM Phoenix Metro</b>	<b>Projected Budget</b>	<b>End of the Year</b>
Education Speakers	4,125.00	4,002.94
Joint	348.00	348.00
Stripe Software	0	159.00
GoDaddy	61.00	140.33
Quickbooks	1,043.00	1,069.71
Postage/Mailbox	385.00	2.76
Annual Reports	90.00	10.00
Holiday Party	2,500.00	2,199.69
Promotional	1,100.00	329.99
Donations/Charity	5,000.00	5,274.00
Sponsored Events	5,000.00	4,358.09
Misc.	700.00	477.73
Square Space	0	290.58
<b>Total Expenses</b>	<b>20,352.00</b>	<b>18,662.82</b>
<b>Total Income (Dues, Sponsors, Donations)</b>	<b>21,000.00</b>	<b>22,260.70</b>





## Phoenix Chapter Member Meeting

January 20, 2022

### Meeting Agenda

#### Call to Order - 12:12 PM

##### President -

- Intro to 2022 Charity
- We still need 2 board member positions filled - Marketing and Secretary. Please see any of our board members if you would like more info or to join a board meeting to get a sneak peek.

##### Code of Ethics Review-

- Review Article 1 (Part 1) 1-5 - NARPM Code of Ethics

##### Treasurer's Report -

- Total contribution to 2021 charity - \$5273.31
- Current Balance - \$29,748.38

##### Social Report -

- 2022 Calendar of events with tentative social events has been published.

##### Share Time - Members

- New share with incentive - Free registration to designation class this July!
  - Chad Chadderton entered one entry for share

##### Affiliate Update -

- Looking for reputable painters to add to our vendor list
- Introduction to today's sponsor - Greg Douthit with Security Title Agency

#### Meeting Adjourned - 12:22 PM

DocuSigned by:

*Heather Neely*

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

*The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.*

**STANDARDS OF PROFESSIONALISM**

- 1-1 The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- 1-3 The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- 1-4 The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- 1-5 The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.

**Upcoming Events for 2022**

January 20th - CE Class	January 20, 2022	12:00-4:00 PM	PRS	Maintenance
February 17th - CE Class	Thursday, February 17, 2022	12:00-4:00 PM	PRS	The Anatomy of the AAR PMA - CE Contract Law
March 15th - Social Event TBD	March 15, 2022	TBD	Wine and Paint	
March 17th - Non CE Meeting	March 17, 2022	12-2:30	PRS	The #1 way to increase productivity and profitability
April 21st - CE Class	Thursday, April 21, 2022	12:00-4:00 PM	PRS	Leasing for Single Family Homes - CE Contract Law
May 19th - CE Class	Thursday, May 19, 2022	12:00-4:00 PM	PRS	Property Managers Duty to Disclose - CE Disclosure
May 24th - Social Event	Tuesday, May 24, 2022	TBD	Bowling	
June 16th - Non CE Meeting	Thursday, June 16, 2022	12-2:30	PRS	Waiting on Steve for Topic Description
July - OFF from Monthly/ Designation only	Thursday, July 21, 2022	9 AM - 3 PM	PRS	DESIGNATION - Finance: Cash Flow Analysis
July Social	July 15-17, 2022	2p Fri- 12p Sun		NARPM friends and family camping trip
August 18th - CE Class	August 18, 2022	12:00-4:00 PM	PRS	Unlocking the Mysteries of ARLTA - CE Legal
September 8th - Social Event	September 8, 2022	TBD	Go Cart Racing	
September 15th - CE Class	September 15, 2022	12:00-4:00 PM	PRS	Risk Reduction for Property Managers - CE Legal
November 17th - Vendor Fair	November 17, 2022	12:00-4:00 PM	WeServe	Mystery Lunch Theme
December 15th - Christmas Party	December 15, 2022	6:00-9:00 PM	OHSO WE Gift Exchange	



## Phoenix Chapter Member Meeting

February 17, 2022

### Meeting Minutes

#### President - Heather Nicely

- Call to order at 12:09
- Intro to 2022 Charity - The Melissa Prandi Foundation

#### Treasurer's Report - Jamie Rosen

- Current Balance -  
\$24,554.68

#### Social Report -

- 2022 Calendar of events with events on the back of the agendas
- March Paint and Sip - Watch your emails for invite

#### Code of Ethics - Article 1 - Second half

- Printed on the agenda for today's review

#### Affiliate Update - Jeremy Schweppe

- Quick Speak for Affiliates in attendance
- Introduction to today's sponsor - Eric Evans with Phoenix EZ-Keys

Meeting adjourned - 12:41 PM

DocuSigned by:  
  
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## Phoenix Chapter Member Meeting

March 15, 2022

### Meeting Minutes

#### Call to order @ 12:15 PM

##### President - Heather Nicely

- We are doing an electronic raffle - see Alisha in the back
- We still need 2 board member positions filled - Marketing and Secretary. Please see any of our board members if you would like more info or to join a board meeting to get a sneak peek.

##### President Elect - Doug McVinua

- Review of Article 2 - Don't Discriminate

##### Treasurer's Report - Jamie Rosen

- Current Balance- \$24,500.31
- Charity Balance- \$266.68

##### Social Report -

- 2022 Calendar of events - We have bowling and NARPM camping coming up. We are looking for a "cool" camping location.

##### Share Time /Affiliate Update - Jeremy Schweppe

- Anne McCawley says sign up for RBP so your mailman signs up with you.
- Intro to vendors
- "IN NEED OF" Vendor categories for this month are - Painter and Electrician

Meeting Adjourned at 12:23 PM

- Introduction to today's sponsor -  
Rusty's Air Conditioning and Heating  
Phoenix 480-631-4244  
Email Info@rustysairaz.com

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## Upcoming Events for 2022

<b>April 21st - CE Class</b>	Thursday, April 21, 2022	12:00-4:00 PM	PRS	Leasing for Single Family Homes - CE Contract Law
<b>May 19th - CE Class</b>	Thursday, May 19, 2022	12:00-4:00 PM	PRS	Property Managers Duty to Disclose - CE Disclosure
<b>May 24th - Social Event</b>	Tuesday, May 24, 2022	TBD	Bowling	
<b>June 16th- Non CE Meeting</b>	Thursday, June 16, 2022	12-2:30	PRS	Waiting on Steve for Topic Description
<b>July - OFF from Monthly/ Designation only</b>	Thursday, July 21, 2022	9 AM - 3 PM	PRS	DESIGNATION - Finance: Cash Flow Analysis
<b>July Social</b>	July 15-17, 2022	2p Fri- 12p Sun	NARPM friends and family camping trip	
<b>August 18th - CE Class</b>	August 18, 2022	12:00-4:00 PM	PRS	Unlocking the Mysteries of ARLTA - CE Legal
<b>September 8th - Social Event</b>	September 8, 2022	TBD	Go Cart Racing	
<b>September 15th- CE Class</b>	September 15, 2022	12:00-4:00 PM	PRS	Risk Reduction for Property Managers - CE Legal
<b>November 17th - Vendor Fair</b>	November 17, 2022	12:00-4:00 PM	WeServe	Mystery Lunch Theme
<b>Board Meeting ~Wrap up/ 2023 Planning</b>	December 8, 2022	9:00-10:30 AM	TBD	
<b>December 15th - Christmas Party</b>	December 15, 2022	6:00-9:00 PM	OHSO WE Gift Exchange	



## Phoenix Chapter Member Meeting

April 21, 2022

### Meeting Minutes

#### President - Heather Nicely

- Call meeting to order at 12:31 PM
- Raffle for June's meeting
- Last month's minutes approved

#### President Elect - Doug McVinoa

- Review of Article 3 - NARPM Code of Ethics

#### Treasurer's Report - Jamie Rosen

- Current Balance - \$24,197.49
- Charity Balance - \$266.68
- No 50/50 raffle today

#### Social Report -

- May 24th - Fat Cats Bowling and Arcade
- July 15-17th NARPM Friends and Family Camping

#### Share Time - Members

- Share with incentive - Free registration to designation class this July!
  - We need Block Wall and Window Vendors

#### Education Report -

Upcoming classes - CE Class May 19th - Property Managers Duty to Disclose - CE Disclosure

Designation class in July - Finance: Cash Flow Analysis

#### Affiliate Update - Jeremy Scheppe

- Introduction to affiliates
- Vendor Raffle
- Today's sponsor intro - Air Filters to You
- Meeting Adjourned - 12:44 PM

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## Phoenix Chapter Member Meeting

May 19, 2022

### Meeting Agenda

#### President - Heather Nicely

- Call to Order - 12:32
- Looking for help on the Board of Directors
- Approval of April's membership meeting minutes - approved

#### President Elect - Doug McVinua

- Review Article 3 - NARPM Code of Ethics

#### Treasurer's Report - Jamie Rosen

- Current Balance - \$23,739.85
- Charity Balance - \$266.68 / Doing 50/50 Raffle today
- Membership Count - 190 Total Members
  - 132 Professional members
  - 58 Affiliate Members

#### Education - Dick Rosen

- June 16th - 12-2:30 PM / Membership Meeting and Class on Increasing Profitability / Join us for June's membership meeting and class on how to Make More Money
- July 21 - 9 AM-4 PM - NARPM Designation Class on Finance

#### Social Report - Alisha/Evan

- May 24th - 6-8 PM / Bowling Social at Fat Cats! 2 hours of bowling, 30 mins of Arcade, Pizza, salad and unlimited soft drinks - Family event, so spouses, plus 1s, family, and children are welcome.
- July 15th-17th - We're headed to the Rim! Meet us there? We are so excited to go camping with you!

#### Affiliate Update - Jeremy Schweppe

- Share Time and Welcome for New Affiliates
- Introduction to today's sponsor - John with Invader Pest Control

Meeting Adjourned - 12:45 PM

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## Phoenix Chapter Member Meeting

September 15, 2022

### Meeting Minutes

#### Call to Order - 12:28 PM

#### President - Heather Nicely

- Charity organization for 2022 review and raffle invite
- Looking for help on the Board of Directors for secretary position
- Elections will be sent via email - Please vote!
- Motion for approval for August's minutes approved.

#### President Elect - Doug McVinua

- Review Article 6- NARPM Code of Ethics

#### Treasurer's Report - Jamie Rosen

- Current Balance - 23,713.95
- Charity Balance - 441.89

#### Education -

- No Meeting Next Month, but attend National Oct 17-20 at the Paris in Las Vegas
- November 16th at Noon at WeServ for our Murder Mystery Vendor Fair

#### Social Report -

- Save the Date - December 15th at 6 PM at OhSo Brewery in Gilbert

#### Affiliate Update -

- Needing More
- Meeting Adjourned: 12:38 PM
- Introduction to today's sponsor - Nic Silvester with The

DocuSigned by:

*Heather Nicely*

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National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

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## **First CE Class of the Year - RSVP Below**

Landlord Tenant Relations: Maintenance & Repair with Mike Mulvena



**Thursday, January 20th from 12-4 at the PRS Hangar**



# Landlord Tenant Relations: Maintenance & Repair

January 20th  
1pm-4pm

**CE: 3 Legal Issues**

**Instructor: Mike Mulvena**

This course will review residential property maintenance issues impacting residential rentals and distinguish between landlord, property manager and tenant responsibilities /obligations relating to maintenance and repairs according to the Landlord Tenant Act and Lease Agreement.

## The Instructor



Mike Mulvena has over 29 years of real estate sales and property management experience. Mike is also a state-licensed instructor of property management, code of ethics, licensing, and renewal classes throughout the state of Arizona.

## Location

PRS Hangar  
4129 W Milky Way  
Chandler, AZ 85226

## CE

Issued by AAR

## Price

Complimentary to NARPM Phoenix  
Chapter Member **ONLY**

Non-NARPM Phoenix Chapter  
Member

\$20 thru 1/13

RSVP 



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## Membership Meeting, Lunch, and CE Class

The Anatomy of the AAR Property Management Agreement  
with Steve Urie

**Thursday, February 17th**  
**12-12:30 Membership Meeting**  
**12:30 CE Class Registration and Class Starts at 1PM**



**CE: 3 Contract Law**  
Fulfills the Contract Law Category on the CRPM Requirements Form

Understanding and fine-tuning the use of the AAR Property Management Agreement. Highlights include a thorough section by section review of the Agreement including an overview of key sections, broker and owner responsibilities and disclosure requirements.

Specifically:

- Parties and Employment
- Broker Responsibilities
- Compensation, Remedies and Additional Terms and Conditions

Students will also learn how to correctly use and fill out the AAR Property Management Agreement through section by section review.

### The Instructor



Steve Urie has been a real estate licensee and property manager since 1985. In 1988, he became the designated broker for Mesa Verde Property Management, Inc. growing the company from 30 doors to 950 doors while managing two offices, nine on-site managers, a maintenance department, and a landscaping company. Steve is a founding member, past president, and board member of the National Association of Residential Property Managers.

### Location

PRS Hangar  
4129 W Milky Way  
Chandler, AZ 85226

### CE

Issued by AAR

### Price

Complementary to NARPM  
Phoenix Chapter Members **ONLY**

**\$20** for Non-NARPM Phoenix  
Chapter Members thru 2/10

**\$40** after 2/10

**No refunds after 2/7**

RSVP

**Special Thank you to our meeting sponsor:**

Eric Evans with Phoenix EZ-Keys



**Upcoming Events/Save the Dates!**

**March 15th** - Social Event - Paint and Sip (Details Coming Soon!)

**March 17th** - 12-2 / Membership Meeting and Non CE Class: The #1 Way to Increase Productivity and Profitability With Pete Neubig @ the PRS Hanger

**April 21st** - 12-4 / Membership Meeting and CE Class: Leasing for Single Family Homes - CE Contract Law @ the PRS Hanger

**May 19th** - 12-4 / Membership Meeting and CE Class: Property Manager's Duty to Disclose @ the PRS Hanger

**May 24th** - Bowling Social (Details Coming Soon!)



National Association of Residential Property Managers

**PHOENIX METRO CHAPTER**

## Two March Dates You Don't Want to Miss

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Join us on **March 15th from 5:30 - 8:30 PM** for our first ever NARPM Paint and Sip party! Drinks and finger foods will be provided, along with the chance to show off your painting skills.

Affiliates are invited to join as well!



Location: Paint With a Twist - Gilbert Town Square 1094 S Gilbert Rd, Suite 106, Gilbert, AZ 85296.

**Register to attend. Register a Plus 1 as well! Register [HERE](#).**

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March Membership and Education Meeting

**Thursday, March 17th  
12-2:30 Membership Meeting and Class**

Lunch will be provided.

**The Number One Way to Increase Productivity  
and Profitability with Pete Neubig**



Professional members and affiliates, please RSVP here so we have an accurate head count for our lunch sponsor:

RSVP [here](#)

**Special Thank you to our meeting sponsor:**

Jeff Day with Rusty's Air Conditioning and Heating



**Upcoming Events/Save the Dates!**

- April 21st** - 12-4 / Membership Meeting and CE Class: Leasing for Single Family Homes - CE Contract Law @ the PRS Hanger
- May 19th** - 12-4 / Membership Meeting and CE Class: Property Manager's Duty to Disclose @ the PRS Hanger
- May 24th** - Bowling Social (Details Coming Soon!)





National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## Membership Meeting and CE Class

Register to attend - Lunch Included

### Thursday, April 21st, 2022 12-2:30 Membership Meeting and Class **AGENCY IN PROPERTY MANAGEMENT**

Taught by Steve Urie - 3 CE Hours (Agency)



#### Agency in Property Management

**Time:** 1:00–4:00

**CE:** 3- Agency

**Instructor:** Steve Urie



Mistakes can cost you a lot. Know your responsibilities before you blunder into a property management nightmare. Through real world case studies, you'll learn how to:

- Define agency in property management.
- Describe the different ways that agency relationships are created
- Identify agency duties created through state statute, ADRE Commissioner Rules and
- Regulations, common law, NAR Code of Ethics and Standards of Practice
- Describe break of duties and remedies

#### Location:

FRS Hangar  
4129 W. Milky Way  
Chandler, AZ 85226

#### CE

3 Agency  
Fulfills the Agency course for CRPM

#### Price

NARPM Phoenix Chapter Members:  
Complimentary

Non-NARPM Phoenix Chapter Members:  
\$20 prior to 4/13/22  
\$40 after 4/13/22  
No refunds after April 11, 2022

Professional members, please RSVP [here](#).

RSVP 

Affiliates are welcome and encouraged to attend the membership meeting and lunch (12-1PM). Please RSVP letting Jeremy know how many from your company will be attending so we can be sure to have an accurate count for food to [j.schweppe@airfilterstoyou.com](mailto:j.schweppe@airfilterstoyou.com)

**Special Thank you to our meeting sponsor:**

Jeremy Schweppe with Air Filters To You



**Upcoming Events/Save the Dates!**

**April 19th** - 12-2 / West Valley Class open to ALL NARPM chapters to attend - How To Create Purposeful and Engaging Social Media Content! with Amoroma Productions @WV WeServ location (Details coming soon)

**April 21st** - 12-4 / Membership Meeting and CE Class: Leasing for Single Family Homes - CE Contract Law @ the PRS Hanger

**May 19th** - 12-4 / Membership Meeting and CE Class: Property Manager's Duty to Disclose @ the PRS Hanger

**May 24th** - Bowling Social (Details Coming Soon!)



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## May 19th Membership Meeting and CE Class-

Risk Reduction for Property Managers - Taught By Steve Schultz

3 hours Legal Issues - RSVP to Attend

**Risk Reduction  
for  
Property Managers**

**CRPM**  
CERTIFIED RESIDENTIAL PROPERTY MANAGER

**May 19, 2022**  
**1:00pm-4pm**

This course, developed for the professional property manager, is designed to provide students with a tool they can use to identify and reduce the risk in their property management business.

This course will cover the risk reduction theory and how to apply it to several categories, which include: property owners, tenants, government legislation, technology, and vendors/contractors.

### INSTRUCTOR



Steve Schultz is the Designated Broker and Owner of Blue Fox Properties, LLC, CRMC® in Tucson, AZ. Blue Fox Properties specializes in managing residential properties, primarily single family homes.

Steve has been selected as 1 of only 6 instructors from across Arizona to teach the Arizona REALTORS®, Certified Residential Property Manager courses. In addition, he is a certified instructor of property management continuing education courses in Arizona.

### Location

PRS Hangar  
4129 W. Milky Way  
Chandler, AZ 85226

### CE

3-Legal Issues

### Price

NARPM Phoenix Chapter Members:  
Complimentary

Non-NARPM Phoenix Chapter Members:

\$20 prior to 5/11/22

\$40 after 5/11/22

No refunds after 5/9/2022

**RSVP**

Affiliates are welcome and encouraged to attend the membership meeting and lunch (12-1PM). Please RSVP letting Jeremy know how many from your company will be attending so we can be sure to have an accurate count for food to [j.schweppe@airfilterstoyou.com](mailto:j.schweppe@airfilterstoyou.com)

**Special Thank you to our meeting sponsor:**

Fred Willey with Invader Pest Management

<https://www.invader.net/>



**Upcoming Events/Save the Dates!**

**May 19th** - 12-4 / Membership Meeting and CE Class: Risk Reduction for Property Managers (3 hrs Legal Issues) [REGISTER HERE](#)

**May 24th** - Bowling Social at Fat Cats! 2 hours of bowling, 30 mins of Arcade, Pizza, salad and unlimited soft drinks - Family event, so spouses and children are welcome. We will send out RSVP details soon!

**June 16th** - Membership Meeting and Class on Increasing Profitability (RSVP coming soon - Save the Date)



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## **Final RSVP for Tomorrow Night**

Fat Cats Bowling and Arcade Family Fun Night



**Tomorrow, May 24th** - 6-8 PM / Bowling Social at Fat Cats! 2 hours of bowling, 30 mins of Arcade, Pizza, salad and unlimited soft drinks - Family event, so spouses, plus 1s, family, and children are welcome.

[REGISTER HERE](#)



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

**Thursday, June 16th from 12-2**

Join us for lunch, networking, and another great class brought to you by your  
NARPM PHX Metro Chapter.

Is Property Management JUST A Hobby?

No?

Then join us and learn how you can **MAKE MORE MONEY!**

[RSVP HERE](#)



Join in this Interactive discussion as we invite Matthew Tringali for an course on increasing profitability. We aren't all waking up every day to manage properties for fun.... so, come on over, eat some lunch on us, and learn how to make more money!

[RSVP HERE](#)

**About the Speaker:** Matthew Tringali is the CEO & Co-founder of BetterWho, a former EOS implementer, the creator of the Build SMART System, and developed the first direct-hire RTM business for the property management industry while coining the term "Remote Team Member". He is a sought-after speaker and consultant in the property management industry; where he brings together his love of failure, success, and teaching to ensure he is delivering meaningful value to his audience and clients. His areas of focus include systems, processes, profitability, and labor efficiency. Most importantly, he is a husband and a father of five who loves visiting National Parks with his family.

Affiliates are welcome and encouraged to attend the membership meeting and lunch (12-1PM). Please RSVP this month by using the same link as above, so we can get a total head count. Thank you!

**Special Thank you to our meeting sponsor:**

State Farm - Lindsay Sapanaro





National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

We're going CAMPING!!

We are working on a final head/tent count for our camping trip on July 15-17th.

You don't have to be a NARPM member to come, so if you have friends you have always wanted to go camping with, invite them along. We will be providing the food and SMORES.



**We're headed to the Rim! Meet us there? We are so excited to go camping with you!**

## **About this event**

This is a "friends and family" event. We will have affiliates and sponsors helping provide meals for Dinner on Friday through Breakfast on Sunday, so that makes camping even easier!!

We haven't had a NARPM camping trip in a couple years, so if you haven't been with our group, expect Smores, board games, nature walks, laughter, and some great food.



We are going North to escape the heat, so plan on a campsite that is roughly 2 hours away. Details for how to get to the campsite will be sent to anyone who registers.

Not a fan of camping all weekend without a shower? You can join us for just a day! We want to see you there. :)

## **Date and time**

Fri, Jul 15, 2022, 2:00 PM –

Sun, Jul 17, 2022, 12:00 PM MST

**REGISTER YOU AND YOUR PEEPS [HERE!](#)**



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## August 18th - Membership Meeting and CE Class-

Unlocking the Mysteries of ARLTA  
3 hours -Legal Issues

[Online registration is open - Register to attend \*\*HERE\*\*](#)



**Time: 1:00–4:00pm**

**CE: 3- Legal Issues**

Laws change quickly. Get the Arizona Residential Landlord Tenant Act (ARLTA) knowledge you need to put your best property management foot forward.

The course is a detailed breakdown of all the critical, and usually misunderstood, statutes that can create liability for the owner and property manager.

TOPICS COVERED:

- General Provisions of ARLTA,
- Landlord Duties
- Tenant Duties
- Handling Complaints
- Notices & Waivers
- Court Filings and Process
- Remedies



Instructor: Denise Holliday, Esq.

### Location:

LIVE @ the PRS Hangar  
4129 W Milky Way | Chandler | AZ 85226

### CE

3 Legal Issues

*Fulfills the Landlord Tenant & Legal  
Issues category for CRPM*

### Price

NARPM Phx Chapter Members ONLY–  
Complimentary

Non-NARPM Phx Chapter Members \$20  
thru 8/10 | \$40 after 8/10

**No refunds after August 8, 2022**

**Registration closes on 8/14 at midnight**

## Upcoming Events/Save the Dates!

**Sept 8** - 6-8 PM / Go Kart Races! (Details Coming Soon)

**Sept 15** - 12-14 PM / CE Class and membership meeting at PRS [Register HERE](#)

**Sept 23** - AZ State NARPM Conference [Register HERE](#)

**Oct 17-20** - NARPM National Convention in Las Vegas [Details HERE](#)

**Nov 17** - 12-4 PM / Vendor Fair at WeServ (Details Coming Soon)

**Dec 15** - 6-9 PM / NARPM PHX Christmas Party at OHSO in Gilbert (RSVP Coming Soon)

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### AZ State NARPM Conference Details - Stay Ahead of the Curve!

[Register HERE](#)



**NARPM™**  
National Association of Residential Property Managers  
ARIZONA STATE CHAPTER  
2022 ANNUAL CONFERENCE  
*Stay Ahead of the Curve!*

CHUCK HATTEMER   TRAVIS BOHLING   JORDAN MULLA   BENTON COTTER   DEB NEWELL

**23**  
SEPTEMBER

10am - 3pm

LUNCH INCLUDED

1733 E Northrop Blvd,  
Chandler, AZ 85286

**WHY YOU SHOULD ATTEND**

- Gain advice and tips from leading industry experts
- Learn how to approach business growth in a new market
- Establish key relationships with the best local and national vendors

**BIG THANKS TO OUR PLATINUM SPONSORS**

PEET SHAW   Tenant Turner

**\$49.00 NARPM Members & Non-Members**



National Association of Residential Property Managers  
PHOENIX METRO CHAPTER

## Phoenix Chapter Christmas Party!

2022 NARPM Phoenix Chapter

# Christmas Party!

JOIN US ON DECEMBER 15TH  
FROM 6-9 PM



OHSO BREWERY  
335 N GILBERT RD #102,  
GILBERT, AZ 85234

FOOD AND BEVERAGES PROVIDED  
BRING A PLUS 1

THANK YOU TO OUR  
SPONSORS



second nature

[RSVP HERE](#)

# Fifth Annual

## PROPERTY MANAGEMENT SUMMIT

**December 8, 2022**  
**8:30a.m. - 12:30p.m.**



The Property Management Summit gives you an opportunity to learn and discover current issues, uncover industry insights and minimize your business risks as well as navigate common issues you face with landlords and tenants.

### TOPICS INCLUDE:

#### ADRE UPDATES

**Speaker:**

Louis Dettorre  
ADRE Commissioner

#### MAINTENANCE: YOUR LEGAL RESPONSIBILITIES

**Speakers:**

Sylvia White  
Mary Thompson  
David Swain  
Nikki Saigat, Esq.

#### LEGAL UPDATE

**Speakers:**

Christopher Charles, Esq.  
Jesi Wolnik, Esq.  
Denise Holliday, Esq.

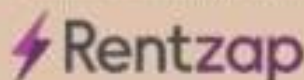
**CE: 3 Legal Issues (Fulfills the Landlord & Legal Issues Course for CRPM)**

*(This event will be streamed via Zoom)*

**Registration: \$20.00 | \$40.00 after 11/30/22**

To register visit: [bit.ly/3V4A0mZ](https://bit.ly/3V4A0mZ)

### SPONSORS:



CLARK SANCHEZ  
Agent

**REGISTER HERE**



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## September 15th - CE Class and Membership Meeting at PRS

A Property Mgr's Duty to Disclose to the Public  
 3 hours -Disclosure

Online registration is open - Register to attend  
 HERE



Time: 1:00–4:00pm  
 CE: 3 Disclosure

Ever wondered if you are meeting all your duties to disclose? What duties do you have to the public? Prospective tenants? Owners? This class covers all these areas and more!



**Instructor: Mike Mulvena**

Mike Mulvena has over 29 years of real estate sales and property management experience. Mike is also a state licensed instructor of property management, code of ethics, licensing and renewal classes throughout the state of Arizona

**CERTIFIED RESIDENTIAL PROPERTY MANAGER:**  
 ARIZONA REALTORS® certification program is dedicated to property management and offers classes that you can use for your real estate license renewal. This program was designed to hone your knowledge and skills in topics that relate to your day to day business as a property manager.

To learn more, visit: <https://www.aaronline.com/increase-knowledge-crpm/>

\*This certification program is not affiliated with or endorsed by the National Association of REALTORS®.

### Location:

LIVE @ PRS Hangar  
 4129 W Milky Way | Chandler | AZ 85226

### CE

3 Disclosure  
 Fulfills the Disclosure course category for CRPM

### Price

NARPM Phx Chapter Members **ONLY**–  
 Complimentary  
 Non-NARPM Phx Chapter Members \$20  
 thru 9/7 | \$40 after 9/7

**No refunds after September 5, 2022**  
**Registration closes on 9/11 at midnight**

### REGISTRATION LINK

[https://www.aaronline.com/  
 events/?u=CRPM9152022NP](https://www.aaronline.com/events/?u=CRPM9152022NP)

CE provided by the Arizona  
 Association of REALTORS®



Arizona REALTORS® | 255 E Osborn Rd., Suite 200, Phoenix, AZ 85012  
 602-248-7787 Telephone | 800-426-7274 Toll-free in AZ | 602-351-2424 Fax

[www.aaronline.com](http://www.aaronline.com)

# A Special Thank you to our meeting and lunch sponsor:

Nic Silvester with the Verification Company



602-481-7268

[nic.silvester@theverco.com](mailto:nic.silvester@theverco.com)

[www.theverificationcompany.com](http://www.theverificationcompany.com)

## Upcoming Events/Save the Dates!

Sept 15 - 12-14 PM / CE Class and membership meeting at PRS [Register HERE](#)

Sept 23 - AZ State NARPM Conference [Register HERE](#)

Oct 17-20 - NARPM National Convention in Las Vegas [Details HERE](#)

Nov 16 - 12-4 PM / Vendor Fair at WeServ (Details Coming Soon)

Dec 15 - 6-9 PM / NARPM PHX Christmas Party at OHSO in Gilbert (RSVP Coming Soon)

## AZ State NARPM Conference Details - Stay Ahead of the Curve!

[Register HERE](#)

The promotional graphic for the 2022 Annual Conference of the Arizona Chapter of the National Association of Residential Property Managers (NARPM). It features the NARPM logo at the top, followed by the text "National Association of Residential Property Managers" and "ARIZONA STATE CHAPTER". The main title is "2022 ANNUAL CONFERENCE" with the tagline "Stay Ahead of the Curve!". Below this are five circular headshots of speakers: Mark Hoffman, Travis Johnson, Jordan Halls, Winston Cotton, and Ben Stowell. The date "23 SEPTEMBER" is prominently displayed, along with the time "10am - 2pm" and "LUNCH INCLUDED". A blue box lists "WHY YOU SHOULD ATTEND" with three bullet points: "Gain advice and tips from leading industry experts", "Learn how to approach business growth in a new market", and "Establish key relationships with the best local and national vendors". At the bottom, it says "BIG THANKS TO OUR PLATINUM SPONSORS" with logos for "WeServ" and "Kendall Lutter". A red banner at the very bottom states "\$49.00 NARPM Members & Non-Members".



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

## **November 16th- Murder Mystery Vendor Fair**

**Join us, and take your best guess at who the murderer is while getting to know our vendors just a little better!**



**What: Murder Mystery Vendor Fair**

**Where: WeServ Avion Center - 1733 E Northrop Blvd, Chandler, AZ 85286**

**When: November 16th from 12-3**

**Lunch and beverages will be provided!**

Join us for an afternoon of mystery, networking, prizes, and... MURDER. Our annual vendor fair is just around the corner, and this year, we are in for a special surprise.

Join us, and take your best guess at who the murderer is while getting to know our vendors just a little better. We will be offering some pretty incredible prizes. Don't forget it's our last chance to support this year's charity, so you'll want to participate in



We are excited to announce that we will have over 30 local and national vendors for you to meet. ONE of them you may want to stay away from.... because they are guilty, of MURDER. Will you be lucky enough to find the guilty vendor?

\*\*\* Extra tickets will be given to any property manager who brings a Non-NARPM friend to our event. This can be either a vendor who you think may benefit from joining NARPM or another industry professional. \*\*\*

We are looking for an accurate food count, so be sure to RSVP you and your guests!

---

[\*\*RSVP HERE\*\*](#)



## Phoenix Chapter

January 18, 2022

### BOD Meeting Minutes

Call To Order 10:10 am

- President - Heather Nicely
  - We need to find a marketing person and a secretary still
  - We don't need a theme for the year
  - This meeting do a light introduction for the charity and then have Melissa introduce in February
  
- President Elect - Doug McVinua (absent)
  - Heather will work with setting Doug up on Drive
  
- Secretary's Report - Liz Morganroth
  - We need to locate minutes for October to get them approved in Feb's meeting
  
- Treasurer's Report - Jamie Rosen
  - EOY Balance - 22,851.57
  - Jamie is working on 2022 Budget projections
  - 2021 Charity Donation will be mailed - \$5,273.31
  - Today's current balance - 29,748.38
  - We had 5 or 6 non renewals this year
  - Need to update signers on the bank account
  
- Education Report - Dick Rosen (absent)
- We need to make sure we bring checks to cover the speaker fee.
  
- Membership Report - Carlie Goulet (Absent)
  - Will be working to make sure Carlie has access to provide updated counts at each meeting
  - Need to work on engagement and a membership drive for new members this year
  
- Social Report - Evan Howard (Absent)
  - TBD events have been filled in but we need time, location and sponsors. Heather and Evan have a call on Friday to get this going
  
- Affiliate Update - Jeremy Schweppe
  - Need to add time during the meeting to ask for a recommendation for specific types of vendors. We can do this during the share time.

Meeting Adjourned - 10:58 am

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## Phoenix Chapter

February 10, 2022

### BOD Meeting Minutes

Call To Order - 9:01am

- President - Heather Nicely
  - Next week's meeting - Melissa Prandi Foundation on Zoom and Jamie will head up the 50/50 raffle
  - Providing CSV files to affiliates - board is still in agreement that we do not want to provide this
  - Moving the board meeting to 10:30 on the second Thursday of the month and on Zoom
  
- President Elect - Doug McVinua
  - Heather and Doug need to set up a time to meet to keep going through systems and Chapter excellence
  
- Secretary's Report -
  - We still need the missing minutes for last year from Liz
  - Looking for a new secretary and marketing Chair
  
- Treasurer's Report - Jamie Rosen
  - Jamie will work on the budget for 2022 today
  - The charity balance for 2021 was paid via an online link
  
- Education Report -
  - Next Meetings Count - Jeremy updated us that 27 people have registered (Monday's count)
  
- Membership Report - Carlie Goulet
  - Carlie has access to membership now. Bob will work on forwarding those emails to her as well.
  
- Social Report -
  - March is scheduled
  
- Affiliate Update - Jeremy Schweppe
  - We have additional sponsors if we need them for social

New or Old Business-

- Dick Rosen (Education)
  - Facebook post can be shared so non members can see it?
  - 2 people asked how to register. Jamie can ask non NARPM members how they heard about the class so Carlie can invite them to join NARPM
- Jamie - Bennett's dues did not auto-renew so they were inactive and she is manually reactivating, so if a member asks, they just need to be fixed.

Meeting adjourned - 9:35am

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## PHOENIX NARPM BOARD MEETING

April 14, 2022

### Meeting Minutes



Call to Order – 10:32 AM

- President – Heather Nicely
  - Update on State Chapter
  - Board approved motion for \$325 VA Cost and Heather will create a campaign by Thursday to send out for feedback
  - Instead of 50/50 raffle we will auction off pictures next month
- President Elect – Doug McVinua
  - Will login to look for application in NARPM National chapter excellence tools
- Secretary Report – Heather Nicely
  - Motion approved for previous BOD Minutes
- Treasurer Reports – Jamie Rosen
  - Current Balance - \$24,556.458
  - Charity Balance - \$339.59
  - Luke with Academy Mortgage would love to sponsor
- Social Chair - Alisha/ Evan
  - Social event sponsors to be social chair responsibility
  - Jeremy to send list of possibilities for sponsors
  - Jeremy has check from affiliate
- Affiliate Chair– Jeremy Schweppe
  - Schedule a Zoom Meeting with Heather to get logged into Mailchimp to create a template - Use new sponsor
  - Print index cards for members to fill out and have at tables
  - Keep introductions but Jeremy will police time for those firmly
  - Block walls and Window Replacement Needed
- Education Report – Dick Rosen
  - 16 Registered for this week's class
  - April 21 and May 19 are wrong
  - Class Registration for rest of the year to start registering
  - Designation Marketing - Heather and Dick can work on it together
- Meeting Adjourned - 11:35 AM
- Invoice for Paypal to <https://www.paypal.me/narpmphoenix>

DocuSigned by:

Heather Nicely

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## PHOENIX NARPM BOARD MEETING

May 12, 2022

### Meeting Minutes

Call to Order – 10:31 AM

- President – Heather Nicely
  - Meeting with Doug on Tuesday at 9 to get Chapter Excellence started
- Treasurer Reports – Jamie Rosen
  - Current Balance - \$23739.85 Total
  - Charity Balance - \$266.68
  - Cap a chapter match at 2500 and do a goal to push x number of kids- motion approved.
- Education Report - Dick Rosen
  - 6 people were registered last week but up to 19 this week
  - Ask Mark if we can market the designation class to the state chapter
  - Heather will be monitor for Designation Class and do roadmap for designations.
- Affiliate Chair– Jeremy Schweppe
  - Three new affiliates joined this month
  - We are getting recommendations that have not yet joined
  - Revisted and sticking to not limiting the number of vendors in any one category
  - Jamie will email the new vendors for adding to the site and newsletter after joining
  - Affiliates need to be updated on the website
- Social Report
  - Bowling is booked
  - Christmas party as OHSO is booked
  - Jeremy will send email list for vendors to Heather to find sponsors
  
  - Need to check on our new VA from national still
  - Meeting Adjourned - 11:11 AM
- 

DocuSigned by:

*Heather Nicely*

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## Phoenix Chapter

August 11, 2022

### BOD Meeting Minutes

Call To Order- 10:37 am

New or Old Business

- President - Heather Nicely
- Marketing Update - Our marketing person has stepped back out. Heather is going to reverse and have the RP take on marketing emails to the chapter through mailchimp and Heather will work on marketing to non NARPM members.
- President Elect - Doug McVinua
  - Slate - Randy Weiss wants to step in.
  - August call for nominations
  - Vote by October
  - Swearing in members during Vendor Fair
- Secretary's Report -
- Minutes Approved
- Treasurer's Report - Jamie Rosen
  - 23947.11 Total Balance
  - Charity Balance - \$581.27
  - Filling in the membership role and shooting a welcome email
  - Total active members - 207 (3 prospective, 5 pending)
  - 146 professional members and 61 affiliates
- Education Report - Dick Rosen (Absent)
  - 20 registered for next week
  - Next month is Denise Holliday and is already being marketed
- Social Report - Alisha
- Upcoming Go Kart Event - Jamie send out list of paid affiliates so we can ask for sponsors
- Christmas party. Alisha to create levels of sponsorships
- Motion to approve December reservation - \$1999.69
- Affiliate Update - Jeremy Schweppe
  - Lunch Sponsor- AZ Property Inspections Liz O'Neil
  - Noel Pulanco with Yes Virtual for next month
  - Time to start marketing the vendor fair.
  - What draws members?
  - Member awards
  - 3 grand prizes
  - Allow for a plus 1
  - Make sure staff is invited as well
  - Tickets for raffle for bringing guest and guessing murderer and put them all into a raffle for 3 prizes.
- Meeting adjourned at 11:39

DocuSigned by:

*Heather Nicely*

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## Phoenix Chapter

November 10, 2022 BOD

### Meeting Minutes

Call To Order - 10:33 AM

President - Heather Nicely Schedule  
- Ticket Assignment

2 to show  
5 to bring a friend  
5 for 1 ticket or 5 tickets for 20  
30 tickets if you do 100 donation  
5 if they win  
10 if they are first

Food and Beverages -  
11 am for vendors and food to set up.  
85 paid for, but Jeremy will email today and see if we can increase if needed and also see about paper goods  
Jamie will get drinks from Costco. Heather will email her a list of what is needed.

President Elect -Doug McVinua  
○ Scheduling a time to Meet with Andy  
○ Strategic Session on 11/17 - looking for a location

Treasurer's Report - Jamie Rosen  
○ Current Balance- \$21,502.14  
○ Charity - \$890.47

Social Report - Alisha  
○ Christmas Party Details - Alisha to email sponsors to get started on marketing.

Affiliate Update - Jeremy Schweppe

Meeting Adjourned - 10:51 AM

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National Association of Residential Property Managers

P H O E N I X   M E T R O   C H A P T E R

## **2023 BOARD OF DIRECTORS**

- Chapter President: Doug McVinua
- Chapter President-Elect: Jamie Rosen
- Chapter Secretary: Bradley MacLay
- Chapter Treasurer: Randi Weis
- Chapter Past President: Heather Nicely
- Education Chair: Dick Rosen
- Marketing Chair: Alisha O'Laughlin
- Social Committee: Lindsay Baker
- Affiliate Chair: Jeremy Schweppe
- Membership/New Member Mentor: Jamie Rosen



Timestamp	President Elect	Treasurer	Secretary - Write In Canc	Education Chair	Affiliate Chair	Social Co-Chair	Social Co-Chair
9/20/2022 12:20:22	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:22:28	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:24:59	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:25:27	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:26:29	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:29:51	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:32:27	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:40:56	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:43:17	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:43:36	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:45:27	Jamie Rosen	Randi Weiss Harris	Anne Mcawley :)	Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:45:47	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe		Alisha O'Loughlin
9/20/2022 12:46:48	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 12:57:55	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 13:08:39	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 13:08:51	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 13:29:06	Jamie Rosen	Randi Weiss Harris	Mark Brower	Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 13:42:02	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 14:16:12	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 14:41:16	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 15:41:09	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 17:21:43	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/20/2022 23:57:29	Jamie Rosen	Randi Weiss Harris	Barbara Allyn	Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
9/22/2022 20:29:29	Jamie Rosen	Randi Weiss Harris	Travis Bohling	Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin
10/28/2022 21:04:43	Jamie Rosen	Randi Weiss Harris		Dick Rosen	Jeremy Schweppe	Lindsay Baker	Alisha O'Loughlin



National Association of Residential Property Managers  
**PHOENIX METRO CHAPTER**

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**We need your vote!**

**The 2023 NARPM Election Ballot is ready for  
you.**

**Cast your vote here:**



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