

# Certificate of Compliance

This certifies that the

## Colorado Springs Chapter

Has successfully met the requirements and is in full compliance  
with standards set for a local chapter by the  
National Association of Residential Property Managers.

11/30/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist  
Due December 1, 2009

**PURPOSE:** NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® Colorado Spring Colorado Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance) <i>Attach #1</i>
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance) <i>Attach #2</i>
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance) <i>Attach #2</i>
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance) <i>Attach #3</i>
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: UMB Bank
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance) <span style="float: right;">Attach #4</span>
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance) <span style="float: right;">Attach #5</span>
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not: Colorado
17.	Did chapter communicate at least four times during the year with members? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not: <span style="float: right;">Attach #6</span>
19.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ): Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: Shannon Norgord 719-633-5078
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 8-9
- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
  - b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)
  - c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? Landlord Symposium ( a 1 day seminar for non-narpm members), Our Monthly newsletter is something that I am rather proud of as well, we have a meeting every month with a speaker always very well attended 40-45 people per month.

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

2009, John C. Norgord, November 23, 2009

11/30/2009  
Current Certification Year President/Date

2010, Wayne Guthrie, November 23, 2009

11/30/09  
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

NARPM Colorado Springs Chapter  
Governance Reporting  
2009

Item # Overview Response

1) 2010 Chapter Board of Directors

President: Wayne Guthels ✓  
President Elect: Jorgette Kruselic ✓  
Secretary: Danielle Rogers ✓  
Treasurer: Trisha Mcpherson ✓  
Past President: John Norgord ✓  
Educational Chair: Robert Lynde ✓  
Legislative Chair: Carolyn Rogers ✓  
Membership: Sheri Dea Brown ✓

2) Change in chapter bylaws: Returning to a President Elect instead of a Vice President.  
(Attachment #1)

3) No Change

4) Minutes Attached (Attachment #2) Board meets monthly before our Luncheon.  
See attached minutes.

5) New Board takes positions January 1, 2010

6) Fiscal Year : January 1,2010 thru December 31,2010

7) 42 Active members (Professional and Support Staff)

8) Bank account with UMB Bank, Formerly the Citadel Bank, and Our Bank also  
has membership in Colorado Spring Narpn Chapter.

9) Yes, Colorado State Annual Report Filed, Chapter in good standing.

10) Financial Statement sees attachment #3.

11) 2010 proposed Budget (attachment #4)

12) Chapter was not required to file a 2008 Federal or State tax return.

13) Yes we did fill out the 99-n post card.

14) Chapter Dues \$36 dollars for members before January 15, 2010, \$62.00 after  
January 15, 2010. Affiliates are \$72.00 before January 15, 2010, \$107.00 after  
January 15, 2010.

- 15) Proposed 2010 Calendar (Attachment #6)
- 16) Jorgete Kruselic 2010 President Elect attended Leadership Training at the Colorado State Convention in 2009.
- 17) Monthly Communication with members, Newsletter e-mailed monthly. (attachment #5)
- 18) Educational flyer for required update class sponsored by Narpm Colorado Springs (attachment #6), Landlord Symposium (attachment #7)
- 19) The board the leadership section of the NARPM website.
- 20) Chapter website updated monthly.
- 21) Chapter would be interested in looking into NARPM supported website.
- 22) Did not file for a NARPM grant this year, fiscally our chapter is solvent at this time, and other chapters would probably be in more need than we are.
- 23) Chapter Health is rated 8-9. We could use some new growth. Our chapter has been hovering around 40 members for about 5 years or so.
- 24) Not applicable
- 25) Yearly Landlord Symposium for the general public, Monthly Newsletter, Sponsored a yearly mandatory update class for licensed brokers. Monthly luncheon with guest speaker.



Colorado  
Springs, CO  
Chapter

National Association of Residential Property Managers

NARPM • Colorado Chapter • Board Meeting  
Clarion Hotel, Colorado Springs  
January 20, 2008

Attendees • John Norgord, Carolyn Rodgers, Matt Rodgers, Denny Snowdon,  
Sheri Dea Brown, Shannon Norgord, Jorgette Krsulic, Karen Ayers,  
Rob Lynde

State Convention • John has spoken to Peter Meer. The State Conference is to  
be

held on May 29, 2009 at the Sheraton Hotel in Littleton, CO.  
RPM and MPM classes should be available, Breakout Sessions.  
There will be a Friday night Social Event.

NARPM Symposium • John asked that Shannon and Rob head up the  
Symposium '09.

They agree. A committee meeting is scheduled for 1/28 at  
11:30 at the Souper Salad off Galley.

The Symposium '09 is scheduled for March 20, 2009 at the Clarion Hotel in  
Colorado Springs.

No support staff training is afforded. (Denny suggested that Support Staff  
training would be appropriate.)

Are we able to offer CE credit? Rob is looking into it and already has the  
necessary documentation to submit for CE credit.

Focus shall be Habitability. Adaptability.

Apartment Association • Should we partner with the Apt. Assoc? Rob  
Lynde and Carolyn Rodgers are members.

We should explore an affiliation with them. They offer discount classes  
and we can reciprocate with a NARPM membership.

Treasurer's Report • Current Balance is \$8,188.54

Old Business • Reimbursement of Costs • in the past, it has been just over 50%.  
\$ 50 for attendance at the State Conference  
\$100 for attendance at the National Conference

\$100 for attendance at a MPM or RPM class  
\$100 for attendance at the Leadership Conference

Newsletter • Only those Affiliates who are current (paid dues) shall be included.

New Business • Current Dues are \$60 for Members, \$96 for Affiliates

Legislative • Carolyn Rodgers gave the update of the latest Fannie Mae policy. (No security deposits and they'll pay to move tenants.)

Properties are to be advertised for sale and managed by professional offices. Fred Thompson advised that he had contacted Fannie Mae – with no response.

It was suggested that a letter be written objecting to the current policy to be signed by any member who agrees.

Carbon Monoxide • we need an opinion. Is this primary focus?

New Members • who gets the emails from National acknowledging new members.

Hospitality • Vacant Position. Kirsten Kuhlman's was named as a potential for this position.

Debit Card • The Clarion Hotel requires a card on file. This was authorized by the Board.

Membership • Prepare a directory of Members for distribution; deadline is 1/31/09.

Advertising Calendar • Matt will gather the data for Gazette, Independent and R Journal. The purpose is to be able to provide accurate vacancy rates. (Current rate advertised by Tony Drost is for multi-family units.)

Next Meeting • February 17<sup>th</sup> @ 10 am.

Meeting Adjourned.

Corrected: February 17 2009.





National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel, Colorado Springs  
February 17, 2009

Attendees Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, Rob Lynde, John Norgord, Shannon Norgord, Carolyn Rogers, Danielle Rogers, Matt Rogers, Denny Snowdon

Secretary's Report Approved as Corrected. Motion Carried.

Treasurer's Report As of February 16, 2009, the balance was \$8,499.01. Report filed.  
The January Luncheon was the most profitable luncheon is quite a while.

For the 2008 year, the interest earned was \$21.40 – shall be included in the tax filing, though we are under the \$10K threshold.

Luncheon Sheri Dea Brown - A suggestion was made to allow members to pay up to a year in advance. For the balance of 2009, the payment will be \$144 per person. Members would then only have to call to cancel a reservation.

Jorgette - A suggestion was made to have the reservation list added to Evite.com as a Reservation Tool - so that members could then just click whether they would be attending or not. This option shall be explored. We are experiencing a large overflow each month with walk-ins.

*NOTE: This month's luncheon had 31 reservations and 41 lunches served.*

RMP/MPM Classes John Norgord - Holding a designation course requires several months preparation and advance booking. The deadline is about 6 months out. As the national convention is in October this year, it is suggested that we hold a designation class in August.

A survey will be sent out to discover whether a MPM or RPM class would be more valuable to the membership. Minimum attendance is believed to be 10. These classes are approved for CE credit.

Holding a designation course awards points toward the Chapter of the Year award.

Legislative Carolyn Rogers - Recently a House Bill (HB 1138) was defeated by a narrow margin – the bill dealt with rent control in the State of Colorado. We should be aware of those who voted for this bill.

Day on the Hill is Feb. 24 – Make reservations through the Chamber of Commerce.

Both Carolyn Rogers and John Norgord sent letters to Legislators regarding the Fannie Mae Property Management issue.

PM Issues Light Bulbs: Carolyn Rogers advised that there is an issue with the new cylindrical light bulb containing mercury. Someone recently got very sick cleaning one and is hospitalized. These are also considered hazardous waste and appropriate disposal is necessary.

CO<sub>2</sub>: Nothing New.

Symposium John Norgord – A contract has been signed for the Clarion to host the Symposium. At 68 people this event will be a break even. Cost is about \$35 per person, includes a mid-morning snack, lunch, and afternoon snack.

A total of 18 vendor tables will be available – one table shall host the National NARPM booth. Cost of Vendor Booths is \$50 (includes 1 lunch), additional personnel are \$35 each. A booth sponsorship trade shall be offered to The Gazette. Booth assignments shall be on a 1<sup>st</sup> Come/1<sup>st</sup> Serve basis.

Rentals.com has signed up as the Platinum Sponsor. We are still waiting to see if we will be able to offer CE Credit. Sponsorship benefit Ads shall be limited to the size of a business card.

Advertising Symposium flyers shall be distributed to PPAR Managing Brokers. Jorgette shall post the flyer with the Pueblo Association of REALTORS® and Carolyn will post the flyer with the Royal Gorge Association of REALTORS®.

New Members Approved for membership are:  
Top of the Peak (if a positive BBB report is received)  
Absolute Realty & Mortgage  
Rental Homes Plus (National Member)  
Jetts Service Company – Laundry Services

BYLAWS Sheri Dea Brown - Board Members should be prepared to discuss and vote on the by-Laws at the next meeting. Old and new were provided for review.

Next Meeting Tuesday, March 16<sup>th</sup> @ 10 am, The Clarion Hotel

Meeting Adjourned.



**Colorado  
Springs, CO  
Chapter**

**National Association of Residential Property Managers**

NARPM • Colorado Chapter Board Meeting  
Office of Dowda Realty, Colorado Springs  
March 17, 2009

Attendees Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, Rob Lynde, John Norgord,  
Shannon Norgord, Danielle Rogers, Matt Rogers, Denny Snowdon

Treasurer's Report As of March 16, 2009, the balance was \$13,235.83. Report filed.  
The March Report includes Symposium credits to date.

Statistics Report Shall be sent to the Gazette.  
Survey Monkey will be contacting each of us.  
Possibly sending to other magazines.

Legislative HB 110 - New bill about advertising (furnished units, appliances to be  
associated with each property, etc).

Code Enforcement: CSP Code Enforcement is losing 40% of their budget and 20% of  
their grant. A committee is to be found to address any  
property management issues that may arise with the reduced  
Code Enforcement budget.

Symposium John Norgord – We should net about \$750, expecting 71 attendees.  
Topics were discussed regarding the roundtables. Deena and Kathy  
will man the NARPM booth.

New Business Our new website is [www.NARpmColoradoSprings.org](http://www.NARpmColoradoSprings.org)

BYLAWS Sheri Dea Brown - Board Members should be prepared to discuss and vote  
on the by-Laws at the next meeting. Old and new were provided for review.

Next Meeting Tuesday, April 21st @ 10 am, The Clarion Hotel

Meeting Adjourned.



**Colorado  
Springs, CO  
Chapter**

www.NARpmColoradoSprings.org

**National Association of Residential Property Managers**

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel  
April 21, 2009

Attendees Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, John Norgord, Matt Rogers,  
Denny Snowdon,

Treasurer's Report As of April 21, 2009, the ending balance was \$11,639.68. Report filed.  
Net for the symposium is \$2,734.97.  
It was noted that the dates of the financial reports don't correlate.  
From this point forward the dates will be for the previous month.

Secretary Report April's minutes corrected to reflect the "setting of a Strat Planning  
Meeting".  
Survey Monkey will be contacting each of us.  
Motion to accept as Corrected. Motion Carried.

Education 3 classes will be available in May, in Lakewood.  
4 classes will be available in September @ the State Convention  
Other classes will be available at the National Convention in October  
21-24.

Legislative 2 petitions available: Opposing the Homestead Exemption & the  
Employee Free Choice Act.  
CO Detectors – the new law takes effect on July 1, 2009.  
Another Issue: An attempt to make "Section 8" a Protective Class.

Code  
Enforcement: Talk of a Rental Application and a fee per property, \$12 per property  
with education, \$125 per property w/o education. Meetings are still  
ongoing. POC – within 50 miles of the city.

Symposium Review: A SUCCESS!  
Next Year, we must have an agenda and stick to it. Also, we should do  
a critique sheet.

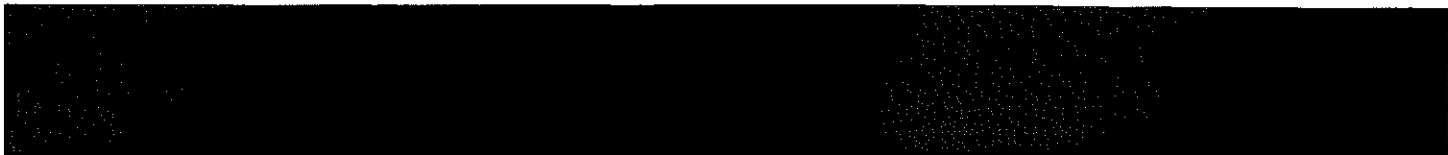
Leadership Leadership Training is October 20. Still looking for an Incoming  
President and President-Elect. Matt is the Nominating Chair.

City End Caps Too Expensive. Maybe we could unofficially Adopt a Park

Next Meeting Tuesday, April 21st @ 10 am, The Clarion Hotel

Attach #3

Meeting Adjourned.





# Colorado Springs, CO Chapter

www.NARpmColoradoSprings.org

National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel Board Room  
May 19, 2009

- Attendees (7) Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, John Norgord, Denny Snowden, Rob Lynde, Carolyn Rogers
- Treasurer's Report  
As of April 30, 2009, the ending balance was \$11,892.66.  
2009 Reports updated for Mo-to-Mo statements.  
Treasurer's Report distributed, accepted as filed.  
A new protocol to be developed to place a hold on checks received by potential members and affiliates while pending Board Approval.
- Secretary Report  
April's minutes corrected to reflect the next meeting to be May 19, '09.  
Motion to accept as Corrected. Motion Carried.
- Education  
September RMP class offered by Colorado Springs NARPM shall be the Marketing Class on 9/18, taught by Dave Holt.  
NARPM ethics shall also be offered on 9/17, taught by Rob Lynde.  
Both classes shall be held at the Clarion Hotel.  
Attendance at Designation Education Sessions is only reimbursed (\$50) to Members Only (not Affiliates or Support Staff).  
We should provide copies of Education offered and State Conference materials (Schedule, Meetings, etc) to members.
- Legislative  
State: More than 600 bills were presented this year for review.  
Local: Meeting on 5/20 about the Colorado Springs Rental License Fee, see Code Enforcement.
- Code Enforcement  
Meetings are still ongoing.  
DISCUSSION: NARPM should put a schedule to class training together to be able to offer the necessary training (approved by Code Enforcement) to be able to have Property Managers to qualify for the lower rate. Use as a Membership Tool.  
  
Rental Application and a fee per property, \$12 per property with education, \$125 per property w/o education.  
Landlords will be required to have a POC – within 50 miles of the city.



Abch #3

Leadership Leadership Training will be offered at the State Conference, Friday, 5/29.  
Leadership training will also be offered on 10/20.  
Encourage members to attend.

Volunteer Call Silver Key – What are their needs?

Membership Members. As we Support Our Affiliates, we should be Supporting Our Members.

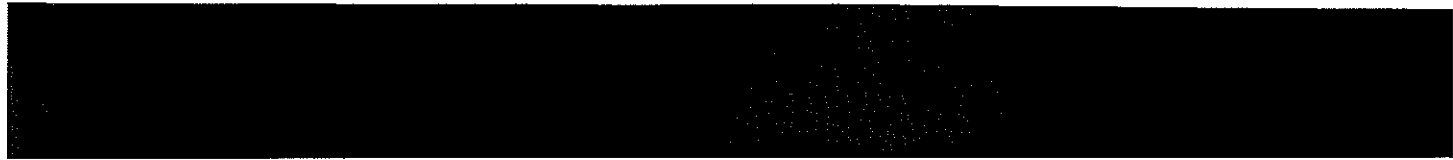
New Members National Members (Approved pending verification of National Membership)  
Jackie Homa, Homa Real Estate Inc., approved  
Beverly Patterson, Z&R Property Management  
Laura Wanca, Absolute Real Estate & Marketing  
Russell Grimsby, Avalar Real Estate Solutions  
Gary Thompson, Mountain Post Properties  
Jerry Lindeberg, Mountain Post Properties  
Karla Elliott, Realty Corner

Affiliate Members  
Eisenbraun Interiors, T. Eisenbraun  
Dry Electric  
American Family Insurance, Nigel Cass  
Overhead Door, Kevin McGuire

On Hold  
Trisha MacPherson, Weinhart Realtors  
Monica  
Rose G., Merit Real Estate

Next Meeting Tuesday, June 16 @ 10 am, Clarion Hotel, Board Room

Meeting Adjourned.





# Colorado Springs, CO Chapter

National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel Board Room  
June 16, 2009

Attendees (8) Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, John Norgord, Denny Snowden, Matt Rogers, Carolyn Rogers, Danielle

Treasurer's Report As of May 31, 2009, the ending balance was \$12,232.42. Members who attended the Conference in Denver need to submit for reimbursements.. Treasurer's Report distributed, accepted as filed. (?) Need Care & Share for the May Meeting.

Secretary Report May's minutes were emailed to all. Motion to accept.. Motion Carried.

Education The Colorado State Conference ... it was officially announced that Carolyn Rogers will be the 2010 Regional Director. Congratulations Carolyn!

The Colorado class schedule will be Ethics on 9/17 and Marketing on 9/18.

The Mandatory Update Class should be offered in November. Karen to ask Doug Barber if he will teach the class.

Legislative Local: Regarding the Code Enforcement Licensing for Property Managers, the cost will be \$12.00 per door with Training, \$120 per door without training. Additionally, there will be a requirement for Owners to have a Point of Contact within 50 miles of the door. The July City Council will be addressing this matter. The required training will be an 8 hour class, with a 4 hour annual update.

DISCUSSION: NARPM should put a schedule to class training together to be able to offer the necessary training (approved by Code Enforcement) to be able to have Property Managers to qualify for the lower rate. Use as a Membership Tool.

On May 20, 2009 the new law passed regarding FMA & FRMC with regard to tenants and their leases with foreclosed properties.



On July 1, 2009 the new CO Detector law takes effect.

Speakers

July will be: Marian Greer, discussing Foreclosures;  
August will be: Sue Ahern, discussing NARPM Website Benefits  
September will be Mike, a Denver Attorney

New Members

Affiliate Members

Pro Clean will be presented next month

New Business

Danielle & Sheri Dea will act as Co-Chairs of the Membership Committee

Possible Topics: Having PM's as Additional Insureds (Insurance)

Chapter of Excellence: Denny Snowden will present our Chapter, (by 7/15).

Sheri Dea Brown asked to speak about "Winterizing Homes" (7/14)

Next Meeting

Tuesday, July 21 @ 10 am, Clarion Hotel, Board Room

Meeting Adjourned.



# Colorado Springs, CO Chapter

National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel Board Room  
July 21, 2009

- Attendees (8) Karen Ayers, Sheri Dea Brown, Jorgette Krsulic, John Norgord, Denny Snowden, Carolyn Rogers, Danielle Rogers, Rob Lynde
- Treasurer's Report As of June 30, 2009, the ending balance was \$11,454.17. Request to have Care & Share submit a letter of acknowledgement for our donation – the letter to be submitted for Chapter of the Year, as our Community Service Project.
- Website Rob Lynde to make a presentation at the next meeting. (Email him any requests or info to be included.  
  
Winnie Hulterstrom is requesting that member emails be posted.  
  
2 website items: Website direction and local NARPM letterhead (behind the firewall).
- Secretary Report June's minutes were emailed to all. Motion to accept. Motion Carried.
- Education We need to check on Doug's availability for the November class to be offered – November 20, 1-5 pm, at People's Title (?). The mandatory update class.  
  
Need to call National for proof of attendance at Regional Meeting, for Designation Credit.  
  
Martha Knight – we should allow her to give a synopsis of the LBP class. The LBP law goes into effect on April 10, 2010.  
  
The Vacancy Rate Survey – should be done quarterly and SFR, TH & C, Multi-Family.  
  
We should approach Wynne Palermo regarding "The Benefits of Being a REALTOR® Membership.



RMP Classes to be held at the Clarion

9/17, Rob Lynde (4 hr)

9/18, David Holt

John Norgood to contact Caren Hunt at CAR to inquire about getting CE credit for the classes.

There will be a Tuesday meeting the same week as the September Training.

Legislative

Rental Registration – there are to be 2 public forums before being presented to the City Council at the July Meeting.

Training – the Apartment Association has a training class already in place.

By-Laws

Revisions of the first ½.

Next meeting – application, finish by-laws, membership social.

New Members

Future email

Affiliate Members – both are contingent upon proof of insurance.

Pro Clean Owner, Kathy Batty

Dura Clean Owner, Jim Miller, Tucker

Discussion – Applications accepted for Membership.

New Business

Chapter of Excellence: Denny Snowden submitted our Chapter, (7/17).

Possible Topics: Sheri Dea Brown – Winterizing Homes, Sprinklers & HVAC.

Next Meeting

Tuesday, August 18<sup>th</sup> @ 10 am, Clarion Hotel, Board Room

Meeting Adjourned.



Colorado  
Springs, CO  
Chapter

Attach #3  
www.NARpmColoradoSprings.org

National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel Board Room  
September 15, 2009

- Attendees (8) John Norgord, Matt Rogers, Denny Snowden, Karen Ayers, Danielle Rogers, Sherry Dea Brown, Carolyn Rogers, Jorgette Krsulic
- Treasurer's Report As of August 31, 2009, the ending balance was \$11,433.69. Accepted for audit. The luncheon posted a loss again – the bills are still confusing.
- Secretary Report August's minutes were presented. Motion to accept as corrected. Motion Carried.
- PPAR update Carolyn Rogers spoke with Wynne Palermo – regarding PPAR offering nothing for Property Managers. We need to find out PPAR vs. NARPM members. Carolyn will follow-up with Bill Hurt to see if something can be done. CAR Booth is too expensive.
- STATISTICS Quarterly Stats to be provided to the Gazette. Survey Monkey will be sent out in October 15<sup>th</sup>.
- Education Thursday's class – Ethics is required for the designation. Doug Barber is confirmed for Nov 20<sup>th</sup> 1-5 pm at People's Title (Academy & Union) for the
- Upcoming Meetings Mandatory Update Class. Cost will be \$25 for members and \$35 for non-members. National Conference Regional Conference. April 19-23 1<sup>st</sup> Annual SW Regional Conference. Carolyn Rogers will be providing additional info.
- Membership 2 applications  
Affiliate Members - Applications accepted for Membership. Motion Carried.  
Attorney's: Hopkins, Tscheffer, Sulzer  
Comfort Control Owner, Mike Eddy, Jr.
- Nominating Matt, Rob, Wayne
- New Business Website Feedback – no contact info. List of Officers. Suggestion to look into [www.WildApricot.com](http://www.WildApricot.com)
- Who to send to National Meetings... President & Vice-President ...

Next Meeting Tuesday, October 20 @ 10 am, Clarion Hotel, Board Room

Meeting Adjourned.



National Association of Residential Property Managers

NARPM • Colorado Chapter Board Meeting  
Clarion Hotel Board Room  
November 17, 2009

- Attendees (10) John Norgord, Matt Rogers, Denny Snowdon, Karen Ayers, Danielle Rogers, Sherry Dea Brown, Carolyn Rogers, Jorgette Krsulic, Wayne Guthals, Rob Lynde
- Treasurer's Report As of October 31, 2009, the ending balance was \$110,938.52. Accepted for audit. The luncheon posted a loss again – the bills are still confusing. John has agreed to discuss this matter with the hotel.
- Secretary Report No minutes for October.
- PPAR update Carolyn Rogers spoke with Bill Hurt – will be scheduling something in 2010 to have Bill & Wynne as Speakers. Maybe a Q&A session.
- NARPM National Denny reminded us that the Chapter Compliance is due by December 1. John Norgood advised that our chapter has earned the Chapter of Excellence Award for 2009.
- STATISTICS Quarterly Stats to be provided to the Gazette. Survey went out and 6 Brokers responded. With a good response, NARPM could be the RESOURCE for the Gazette. The next one will be mid-December.
- Election Voting Forms to be distributed at the Luncheon. Thank you to Wayne Guthals for agreeing to run again.
- Education the mandatory Class will be presented on Friday (Nov 20) at people's Title, 1-5 pm.
- Membership There is a discrepancy with regard to who needs to be a National Member. Membership will submitted something explaining our membership in the Newsletter. Unless a Vendor, all other members must be national NARPM members, including support staff. Dues, Fees and Late Fees will also be explained.  
  
New Member: David Johnson of town & Country. Approved for membership.
- National Conference 5 Colorado NARPM members attended. Over 500 attendees (great turnout). Great Tradeshow. This year's push will be toward increasing membership 12x14...12% local membership growth until 2014.
- Nominating Matt, Rob, Wayne
- X-mas Party A motion was made to spend up to \$1500 for the hors d'oeuvres, with a cash bar. Motion Carried. No Speaker, Happy Hour (4-7 pm) Members also to bring gifts for a Gift Exchange (valued between \$15 dollars) and for Toys for Tots.
- New Business Care & Share Donation. \$232 was raided through the year. Motion to increase our donation to \$1000. Motion Carried.

Attach #3

A request has been sent nationwide to assist (with a donation) a NARPM member who had suffered a fire. It was agreed that we would not do anything as a Chapter, however, individual members can donate should they so desire.

It has been decided to negotiate with the Clarion Hotel for another year. We need to schedule for 11 meetings, Christmas Party, the Symposium (in February).

Landlord Symposium – Scheduled for 2/18/2010. Rob Lynde has several speakers lined up... Ken Davidson, Harry Volkmann (local author, Customer Service), etc.

Some topics for discussion: Mgmt Agreement, LBP, Top 10 tenant issues,

Shannon Norgood to handle the vendors and marketing.

No Board Meeting in February, but we will have a membership meeting. Motion Carried.

Meeting Adjourned.