

Board of Directors Minutes

Colorado Springs Chapter of NARPM

Hotel Elegante (2886 S. Circle Dr., Colorado Springs, CO)

Members Present

Robert Werthman (Officer - President)
Kim Bendt (Officer – Past President)
Scott Hawker (Officer - Secretary)
Jennifer Powilett (Officer – Treasurer)
Karen Santee (Officer -- President Elect)
Elizabeth Villegas (Membership Chair)
Charles D'Alessio (Legislative Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Christy Lehmpuhl (Affiliate Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)
Misty Berger (Member Advisor)

Welcome and Call to Order

President Kim Bendt called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:30 A.M. on _____ 5/212019 _____

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

April 2019 Minutes Approved, 1 change for the Maintenance Class on the 22nd of August.

Treasures Report

\$2,068 was the deposit for the July Social to the Summit. \$1,700 was the budgeted amount.
\$1,100 for payments from members will be the budgeted adjustment to the treasurer report. About \$4,000 is the total for the Social which create a negative of roughly \$1,300.
\$37,302.74 Bank account.

Motioned to approve, seconded and carried to approve.

Committee Report

Membership –

4 New affiliate applications

4 New affiliate members motioned to approve, seconded, and called to approve.

Robert heard at Day on the Hill that affiliates see/ hear many other Realtors and Property Managers due to their business dealings that are not in our chapter. Colorado Springs NARPM will offer a free Gold Table for Symposium for referring 6 new Professional Members and a Luncheon table for getting 2 new professional members.

90 Professional Members

16 Support Staff Members

60 Affiliate Members

Affiliate –

No update

Education –

No update but report provided to Robert

Designation –

Not present / no report provided

Publications –

No update

Legislative –

See attached report for NARPM Day on the Hill

Membership Mentor –

National has a form to get an editable form so that it can be provided to new members.

Website/Marketing –

1 Vendor was posted on Facebook. 1 Company will also now be highlighted each week on Facebook.

Some updates are still needed to get over to Denise to get onto the website for class information.

June luncheon will have some Lawyers update the members on the new laws that have come into place over the last few months.

Discussion on June Luncheon to be the month for Legislative updates.

Unfinished Business –

July event – 90 People total; 65 adults & 25 children. Children are 16 and under.

Karen is almost finished with duty descriptions

National is providing New Member National Intro Video.

Board elections and Committee chairs will be coming up soon. June and August meetings there will be announcements made to the members for volunteers.

Symposium dates March 19th 2020. Classes on March 20th 2020. Committee will start in August 2020.

Denver Chapter has reached out to us to see if both chapters can work together to get a cost benefit if members go to both the Symposium and the Denver Conference.

New Business –

Some locations have been visited and food discussed. The December event will be December 4th, 2019. No charge will be assessed to the members. Tabled until pricing has been decided. No vote was officially made on yes or no to charging.

Charles, Jennifer, Duane, Christy, Karen, & Misty will be on the event committee for planning the December end of year party.

Discussion of possible addition of a paid Secretary/ Treasurer Position & Data and outsourcing this. Tabled discussion for next meeting with more details.

NARPM DOTH DC

5/18/19

This report compiles some information regarding the Hill visits to our congressional delegation during the week of May 12-15. NARPM leadership did a good job with education, speakers and prepping us for the Hill visits. We discussed Public Policy and Best Practices, Government Affairs in general, Pet Screening issues and solutions, HUD speaker and role played our visits.

On May 14 we had meetings within the Russell Senate Building with Sen. Gardner's' office, Sen. Bennett's office. Additionally we met with Rep. Ed Perlmutter's in the Longworth Building. Appointments with Rep. Doug Lamborn in the Rayburn were cancelled due to an emergency evacuation. In attendance to all meetings were Robert Werthman, President of the Colorado Springs Chapter, Andrea Warner, NARPM Co-chair for the Legislative Committee, and Charles D'Alessio, Chair of the NARPM Legislative Committee.

Attached to this report is the 2019 Legislative and Regulatory Agenda

In the meeting in Sen. Gardner's office we met with Legislative aide Jared Soncrant. He was very receptive to our organization and seemed to want to help with the Section 8 Reforms, National Flood Insurance Program (NFIP) as well as our discussions about Assistance Animals and Disparate Impact issues. Jared recognized and Robert brought up the NARPM impact we have in leasing.

In the meeting with Sen. Bennett's office we met with Legislative Correspondent Dana Shubat who took many notes and seemed curious about HUD and the PHA's (Public Housing Authorities) and HCV's (Housing Choice Vouchers) and the need for streamlining these programs so that certain changes can trickle down to the local level. Dana took many notes and was very open to furthering our cause. One concerning area was the idea that was discussed is that Bennett was considering or working on a National Eviction Bill.

In the meeting with Ed Perlmutter's office, D-7, we met with Joe Minges Legislative Assistant who spoke to us truthfully that our issues were not in his wheelhouse and that Colin Anonsen, another Legislative Assistant was the housing correspondent was unavailable. Joe tried hard to listen to our issues and asked lots of questions and did take notes. We

met on behalf of rocky Germano who was unable to attend but we had this scheduled and Rep Perlmutter is a Colorado Rep.

We are very disappointed to have missed the meeting with D-5 Rep. Doug Lamborn since he is our direct representative.

Robert was very on point about telling the NARPM story and the impact we have on the industry even though we are not in the national spotlight like NAR (National Association of Realtors). That our role was equally important since we manage a couple million units nationwide and that we wanted to codify rules for all Property Managers and even those that self manage.

Andrea spoke well about the State and local impacts we are facing and was able to translate that into a discussion about having HUD give better guidelines and direction on Assistance animals and reforms that make it easier to provide housing.

I was able in each meeting to talk about all the legislative points and bring to light questions and education about the needs for our industry.

Sen. Cory Gardner

Jared Soncrant

354 Senate Russell Office Building

354 Senate Russell Office Building

Washington, DC 20510

Washington, DC 20510

202-224-5941 Office

202-224-5941 Office

Sen. Michael Bennett

Dana Shubat

261 Senate Russell Office Building

261 Senate Russell Office Building

Washington, DC 20510

Washington, DC 20510

202-224-5852

202-224-5852

Rep. Ed Perlmutter

Colin Anonsen

1226 Longworth House Office Bldg

1226 Longworth House Office Bldg

Washington DC 20515

Washington DC 20515

202-225-2645

202-225-2645

Rep. Doug Lamborn

2371 Rayburn House Office Bldg

Washington DC 20515

202-225-4422

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles".

Charles D'Alessio, Broker/Owner

Board of Directors Minutes

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Karen Santee (Officer -- President Elect)
Villegas (Membership Elizabeth Chair)
Daniel Muldoon (Education Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Danielle Coke (Designation Co-Chair)
Christy Lehmpuhl (Affiliate Chair)
Dave Kraszewski (Newsletter)
Duane Mattes (Guest)

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:30 A.M. on 6/18/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

May 2019 Minutes were motioned to approve, seconded, and called to approve.

Revise Minutes January through May for Welcome and Call to Order President Name from Kim Bendt to Robert Werthman.

Treasures Report

Bank Balance \$34,702.67

Motioned to approved, seconded and called to approve.

Committee Report

Membership –

1 support staff application

1 professional member application

Both motioned to approve, seconded and called to approve.

86 professional members

65 affiliate members

16 support staff

Affiliate –

Increase vendor tables from 4 to 5 affiliate tables at the luncheons.

Education –

Ken Davidson will only speak the June Luncheon not the speaker panel.

Designation –

No update

Publications –

6/24/2019 & 7/26/2019 are the due dates for news columns to be added into the Monthly newsletter going out.

Legislative –

No update

Website/Marketing –

No update

Mentorship –

A document has been received by National NARPM the Mentor worksheet. Takes about 6 months to complete. Worksheets will be emailed to Denise to add onto website and Rob will be copied.

Unfinished Business –

July Social only 2 members so far signed up. July 11th is when registration ends. Registration needs to be changed to allow members to bring as many people as wanted. Motioned to approve, seconded, and called to approve.

New Business –

December Social

\$6,500 total cost for Deuces Wild. Buffet agreed on as the meal.

\$500 band cost

No charge on the event.

Motioned to approve, seconded, and called to approve.

Funding needs to be sent for the Apartment Association.

\$1000 PPAR will be sent

\$1000 RPAC will be sent

\$1000 Apartment Association

Motioned to approve, seconded, and called to approve.

Outsourcing

Discussion on adding a paid contractor or employer for website/ secretary/ treasurer. Will get update from National NARPM if this is possible.

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Danielle Coke (Designation Co-Chair)
Christy Lehmpuhl (Affiliate Chair)
Dave Kraszewski (Newsletter)

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:30 A.M. on 8/20/2019.

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

6/18/2019 Minutes not provided at the time of the meeting. Will be approved at the 9/17/2019 meeting.

Treasures Report

Treasurer continues to clear up discrepancies from last year. Line item 2952 NARPM National Education Reimbursement is incorrect. Register balance is app 6k higher then reported \$26,034.39. Treasurer will provide a short synopsis in Newsletter depicting most current income/expense and register balance.

Committee Report

Membership –

Approved PM applications for Kayla Gasper and Gregory Bortz. Need to check if Charlie L. Kelly from Eclipse is a chapter member. 91 Professional Members; 16 Support Staff; 66 Affiliate Members

Affiliate –

Approved Affiliate Companies not individuals will remain on Chapter Rolls. If individual changes employment than their new company will need to sponsor them. Their previous company will remain on the Chapter Rolls and can sponsor another individual within their ranks

Education –

Code, ESA & HAP Panel is scheduled for 9/17/2019.

Designation –

National does not inform Chapter about members starting their designation candidacy

Publications – NSTR**Legislative –**

Chair recommends detailed handoff to 2020 Chair to ensure Legislative Mandate and momentum is maintained.

Website/Marketing –

Chapter benefits approved by Board during interim Budget Meeting need to be updated on Chapter Website. EXAMPLE- 50% education benefit for candidates and designees still show 100%.

Mentorship- NSTR**Newsletter-**

August Newsletter will highlight 2020 Board Candidates and Committee Members. Input due NLT 8/26/2019.

Unfinished Business –

1. Nomination Committee is on track for September Elections. Education and Designation Vice-chair positions remain unfilled. All 2020 Board candidates and Committee members need to email Dave and Kim their photo and BIO NLT 8/26/2019.
2. Continuity Position Task Force will convene at a time to be determined.
3. Christmas Party (12/04/2019) option 1 (Casino Night with Small Plate Dinner for 90 people) is preferred course of action but still requires \$3000 in affiliate sponsorship. New flyer requesting 10 sponsors at \$300 will be circulated among the Chapter Affiliates. Deadline is 9/30/2019.

New Business –

1. Task Force formed to assess Chapter Dues increase; Chaired by Alex Yoder; Expect back-brief to the Board at 9/17/2019 Meeting. Increase must be approved NLT 11/15/2019 to affect 2020 dues.
2. Chapter National Convention Scholarship awarded to Michelle Getz.
3. Colorado State Chapter in Formation survey request Candidates for Board Positions

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Charles D'Alessio (Legislative Chair)
Andrea Warner (Legislative Co-Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)
Duane Mattes

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:31 A.M. on 9/17/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

6/18/2019 Minutes were presented, motion was made, seconded, and called to approve.

8/20/2019 Minutes were presented, motion was made, seconded, and called to approve.

Treasures Report

Denise removed email from PayPal; this was creating issue with the payments showing up and 9 refunded.

Denise email was put back into PayPal to correct the issue.

Some discussion on late registration fees and yearly dues. Also on members that owed funds currently 90+ days to NARPM.

Register balance \$34,772.90.

Committee Report

Membership –

John Leston – Professional member

Sierra Makechney – Support Staff

Kim Sanders – Support Staff

Motioned was made, seconded, and called to approve.

Professional Members – Active 88

Support Members – Active 18

Affiliate – Active 67

Nonprofessional property managers can't be added as members.

Affiliate –

Opening in November luncheon.

Education –

No update provided.

Designation –

No updated provided.

Publications –

Newsletter input needs to be sent to Dave no later than 9/23/2019.

Legislative –

Task force has been assembled for Property Management committee for an Advocacy Support Group to help Legislative issues that come up to help our industry.

Website/Marketing –

No update provided.

Unfinished Business –

Discussion on members being voted on for Election for 2020 Board members.
Discussion on proxy for elections and referred to Colorado Springs Chapter Bi Laws.
Proxy vote for Elections; motion made, seconded and called to approve.

Some Vendors have signed up for the casino night.
\$3000 from vendors has been confirmed.
Contract has been signed for Valley Hi.
Check for \$1500 needs to be sent as down payment.
1 person will be needed to help check people in as they come into the event.
Deuces Wild contract will be signed.
Check for Deuces Wild down payment of \$1500 will be sent.

New Business –

Discussion on website documentation input and where forms are currently located.
Committee reports discussions.
Vote on dues increase in 2020 at Oct 2019 board meeting.

Board of Directors Minutes

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Jennifer Powilett (Officer – Treasurer)
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Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Christy Lehmpuhl (Affiliate Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)
Misty Berger

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:30 A.M. on 10/22/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

Motion was made, seconded and called to approve September Board Meeting Minutes.

Treasures Report

Reimbursement forms are coming in; Jennifer will start getting the checks out for them.

Void dues for the Apartment Association.

Motion was made, seconded and called to approve Treasure report.

Register Balance \$30,612.79

Committee Report

Membership –

Beverley Boice – Support Staff

Kimber Evans – Support Staff

Jennifer Glascock – Support Staff

Edgar Gaban – Support Staff

Mark Olsen – Affiliate member

Motion was made, seconded, and called to approve 4 Support Staff and 1 Affiliate member.

89 – Professional Members

69 – Affiliate Members

16 – Support Staff

Affiliate –

No update

Education –

November Luncheon is the Tenant / Landlord Attorney. Daniel will be the moderator.

Designation –

2 Designations for MPM

Publications –

Newsletter updates need to be provided by 10/28/2019.

Legislative –

Poll will go out in November for a property management committee. Help will be coming from NAR in legislative issues. Call to Action from NARPM for rent stabilization.

Website/Marketing –

Website will get updated with the new annual cost of Dues for the chapter members.

November Luncheon information needs to be submitted.

New website is being rolled out by National.

Unfinished Business –

Vote on Dues – Motion was made, seconded and called to approve.

Motion was made, seconded and called to approve dues to the following amounts:

Professional Members - \$75 annually

Affiliate members -- \$100 annually

Support Staff -- \$50 annually

Committee members dues will be reimbursed; motion was made, seconded, and called to approve.

6 Vendors have paid for December event.

Members + 1, affiliate +1, additional \$40/ guest.

New Business –

None

Board of Directors Minutes

Colorado Springs Chapter of NARPM

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Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Christy Lehmpuhl (Affiliate Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:34 A.M. on _____ 11/19/2019 _____

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

Minutes for October 2019 motioned to approve, seconded and called to approve.

Treasures Report

\$3,0000 has been collected for the Vendor Table.
Discussed aging receivables report: some members still owe dues or luncheon fees.
Triton Roofing – Void receivable
Property solutions of the Rockies – Void Receivable
Other receivables will be contacted to collect unpaid dues or luncheon fees.

Register Balance \$27,015.59

Motion to approve, seconded, and called to approve Treasures Report.

Committee Report

Membership –

Russ Winther – Professional
Motion to approve, seconded and called to approve

90 Professional members
71 Affiliate Members
11 Support Staff

Affiliate –

Question and Answer after January Luncheon Meeting with affiliates.

Education –

No update

Designation –

16 RMP 16 MPM

Publications –

Newsletter updates by 11/25/2019.

Another Newsletter will go out after December event and the meeting.

Photos will be taken for the December Event.

Legislative –

CAR is waiting for final Poll questionnaire results to issue a response for Property Manager Committee.

Website/Marketing –

No update

Unfinished Business –

Christmas Event - \$3,900.00 total for Valley Hi Golf Course. The total is up from \$900 from the original proposed \$3,000.00.

New Business –

New Board and Committee members must update and add in Biographies.

Board of Directors Minutes

Colorado Springs Chapter of NARPM

Colorado Springs Country Club (3333 Templeton Gap Road, Colorado Springs, CO)

Members Present

Robert Werthman (Officer - President)
Jennifer Powilett (Officer – Treasurer)
Karen Santee (Officer -- President Elect)
Elizabeth Villegas (Membership Chair)
Charles D'Alessio (Legislative Chair)
Andrea Warner (Legislative Co-Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Christy Lehmpuhl (Affiliate Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)
Misty Berger (New Member Mentor)

Welcome and Call to Order

President Robert Werthman called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 11:00 A.M. on December 10, 2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes; Approved in absentia.

Treasures Report : Approved and closed out for 2019

Committee Report

Membership – Handoff with Charles D'Alessio will be completed NLT December 31, 2019

Affiliate – Question and Answer period after January 15, 2020 meeting.

Education – NSTR

Designation – NSTR

Legislative – CAR Leadership have voted to create a Property Management Forum to promote centralized conversations and educational opportunities.

Website/Marketing – Distributed Hard Copy Overview on National Website and Wild Apricot.

New Member Mentor- New packets completed.

Social Committee- 105 Members attended Christmas Party; Total Cost \$7703; Affiliates Sponsors provided \$3300; \$800 in additional tickets; Cost to Chapter \$3603.

Board of Directors Minutes

Colorado Springs Chapter of NARPM

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Jennifer Powilleit; (Officer – Treasurer)
Karen Santee (Officer -- President Elect)
Elizabeth Villegas (Membership Chair)
Daniel Muldoon (Education Chair)
Nicole Reinhardt (Education Co-Chair)
Charles D'Alessio (Legislative Chair)
Andrea Warner (Legislative Co-Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Danielle Coke (Designation Co-Chair)
Tim Kealy (Affiliate Co-Chair)

Welcome and Call to Order

President Kim Bendt called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:30 A.M. on 1/15/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Strategic/Industry Discussion

All committee chair/ co-chairs will spend roughly 2 mins speaking at each luncheon.

Treasures Report

Tami Tamacori has resigned as Treasure, Jennifer Powilleit – Treasurer Elect has agreed to step in as acting Treasurer. Books from last year need to be audited to ensure accuracy. Denise Day has agreed to bring the books up to date from when the Treasurer resigned. Discussion on whether there would be a Treasurer Elect appointed. Advertising Budget was increased from \$1000.00 to \$2000.00. Motion was made, seconded and called to approve the 2019 Budget.

Committee Report

Membership –

5 new Professional Members were discussed as being approved. 4 of them were in good standing with National and 1 was still pending.

3 new Affiliate Members were discussed being approved.

1 new Support Staff member was discussed being approved.

Motioned to approve, seconded and called to approve 4 new Professional, 3 affiliate and 1 support staff members.

90 Broker Members

76 Affiliate Member

20 Support Staff

Affiliate –

Sponsorship still available for the symposium and table vendors. Discussed lowering the costs to get everything filled up.

Designation –

Chair / Co-Chair will be calling people with current applications on designations and individuals that have not started the process. They will discuss value on getting the designations. Will have contact on a monthly basis with members applying for designations.

Legislative –

Report was submitted to our Chapter President. Growth initiative in Colorado Springs will be discussed during the luncheon. New Legislative Bill for unauthorized Tenancy on Land. This would be an attachment on the Squatters Bill.

Housing shortage on rentals. More affordable housing tax incentives.

Discussion to contributing to RPAC.

Website/Marketing –

Event for Symposium is on the Facebook page. Need to get members sharing the page.

Publications –

None

Education –

See attachment 1.

Secretary Minutes

September and October mins were motioned to approve, seconded and called to approve.

Unfinished Business

Discussion on how to get a free luncheon for a member that brings guests (prospective new member) to a luncheon. The member brings a guest that would eventually sign up for Chapter Membership, the member that brings the guest will be reimbursed the luncheon fee. There will be a \$25 referral fee credited to the members account.

Equipment purchases added up to roughly \$650. Audio visual box, cables, use of laptop.

Newsletter needs to be reassigned due to Tami resigning. Karen will oversee having Scott Glascock pass the information on the newsletter to Michelle Getz.

Designation links in National website is now active.

National is looking for help on Day on the Hill.

Chapter Compliance needs to be done by 3/15/2019 and Chapter of Excellence needs to be done by 3/31/2019.

Taxes need to be done for Chapter Compliance. Renee Lynde had done it previously, Kim will follow up to find the post card for the tax statement.

New Business

Scholarship for convention was discussed and the qualifications needed to be awarded. Scholarship would be paid after the following is completed.

- RMP/MPM candidate serve on committee / Board.
- Must submit an article to the Newsletter.
- Provide a write up on the Convention after attending.

Website is not user friendly. The forms that are shared are old and need to be updated. Some of the links in the website do not link to where they are supposed to. New member packet is outdated. Create user friendly step by step for new members to apply. Create a Facebook post that also would correspond to the new member packet. Denise can also create a page on the website for instructions. Michelle will be sent a check for Facebook add purchases. Luncheon needs to have an announcement for the Treasurer Elect board position available and for Facebook.

The Committee will receive access to files on the website. Motion to approve, seconded and carried to approve.

Discussion Items

None

2019 CSNARPM Meetings as of 01/15/2019

1/15- President Goals/Speaker-Jim Roman/Commission Update- Rob Lynde

2/12- Speaker- Bryan Jenkins PM Toolbox

2/25-27- Broker-Owner (Las Vegas, NV)

3/11- Class (Advanced Risk-Bev Perina; Ethics- Rob Lynde)

3/12- Symposium

4/16- Panel (Property Managers) Evictions/Collections/Audits (Education Committee)

5/13-14- NARPM Day on the Hill (Legislative Committee)

5/21- Speaker -Generations - Ms Shaffer

6/18- - Speaker (CS Mayor- Affordable Housing, Homelessness, code enforcement, downtown development)
Back-up Speaker- Rob Lynde

7/TBD- Chapter Social (Social Committee)

8/20- Speaker – Phil Klass & Brandon Ceglie- Death/Domestic Violence

8/22- Class- Maintenance (National Instructor)

9/17- Speaker (Fair Housing, Code, ESA) (Education Committee)

10/15-19- NARPM Convention (Phoenix, AZ)

10/22- Speaker- Marcia Waters

11/19- Panel (Landlord-Tenant-Judge) (Karen Santee)

12/04- Chapter Christmas Party (Social Committee)

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Danielle Coke (Designation Co-Chair)
Christy Lehmpuhl (Affiliate Chair)
Dave Kraszewski (Newsletter)
Tim Kealy (Affiliate Co-Chair)
Misty Berger (Member Advisor)
Bryan Jenkins (Guest Speaker / National NARPM Member Services)

Welcome and Call to Order

President Kim Bendt called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:35 A.M. on 2/12/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

January 2019 NARPM minutes were motioned to approve, seconded and called to approve.

Treasures Report

All books have been reviewed; only a couple items that were not in the budget. Education fees need to be revised as they were showing up as expenses from 2018 and 2019. Rob Lynde was paid for 2018/2019 education. Registration fees were also an expense for 2018 vs being a budget item. \$1500 was updated for 2019 Budget Guest Speaker Expense. CRMC expense for budget for 2019 needs to be revised also. There are two possible new CRMC candidates for designations which are \$1000 expenses to the Chapter and \$500 expenses for renewals and we have 2 CRMC designations that will be renewing this year. Support dues and luncheons also need to be revised. All of the grant money has been received from National.

Committee Report

Membership –

4 new professional members to be approved.

4 new affiliate members to be approved.

All new members have been vetted, No issues with Dora and Members of National NARPM.

Motion to approve new members, seconded and called to approve.

95 Professional Members

24 Support Staff

76 Affiliate members

All new members will be voted on at Board meeting and at the next month's luncheon new members will be inducted. Membership Chair would like a budget of \$700 per year to go towards adding new members from PPAR to try to get them to come to a luncheon and then get them to apply for membership. This would pay for the Luncheon for the guest attendees Membership Chair invites. Motion was made to approve the request, seconded and called to approve.

Affiliate –

50-50 raffle will be back. There will no longer be a door prize if you win. Members may bring prizes still.

Affiliates will bring prizes and each who have provided one will receive recognition at the member luncheon.

Designation –

An email has been sent out to members who are working on designation applications. Kim was approved for her designation. Currently the chapter has 13 RMP & 14 MPM designations. There are 5 MPM candidates and 10 RMP candidates. Goal for 2020 from Rob is to have 35 Designees. Would be an increase from 27 to 35. Support staff designations hasn't been a strong focus. Very few Support staff have their designations, only 2. Bryan suggested one education piece per year that focuses on support staff designations.

Legislative –

New committee has been formed. Meet with new Government affairs Director PPAR to help bring additional focus to Property Management. Charles will ask that she comes to a luncheon to help show what we are all about. Most of PPAR is for Sales and not Property Management, hopefully we can get additional help from PPAR for legislation on PM issues. There is only 1 person at national for RPAC at National NARPM. He is very new and just starting. A call to action can be on our website very easily. A call to action goes directly to our local Representative for our area of town. PPAR is looking at Voter Choice. Scott has been requested to design a letterhead for NARPM. Discussion on a fund for Travel and Lodging for NARPM Day on the Hill for Realtor Day on the Hill which are on different days but the same week. Rob will get that sent out this coming month.

Education –

Socials are still being decided for the July and December. July social will need to be decided by April meeting. Hotel Elegante may be booked early for December, other locations are still options such as Rob's club. Panel for September Luncheon is still being worked on. At the luncheon members can see notecards on the tables for questions to the panel for April Audit panel. Sponsor for 8/22/2019 class; snacks and lunch was requested by Rob. Christy will look into potential affiliates willing to sign up to be the sponsor.

Website/Marketing –

Constant changes with NARPM National.

Facebook is constantly being updated with Symposium notifications. Always updating Facebook with other updates. Requests to have National provide more control. Bryan suggested building our own website. Michelle to be asked to update the membership at luncheon to continue liking the NARPM Colorado Springs Chapter Facebook page.

Newsletter –

Total revamp on the Newsletter by Dave.

Dave has requested to be approved to get access on the website to send newsletter in mass email. Motion to approve, seconded and called to approve.

New Membership

Packets were found for some old information that was sent out in 2016, the dates have been updated. They will be provided to professional members which are information packets. Misty will start introducing herself to the new members to help bring them along. There is a form for National has for each person Misty mentors that needs to be filled out which gives up points for the chapter.

Unfinished Business

Chapter Compliance will be done this week. Kim has been working with Renee Lynde on the Chapter of Compliance. Karen will oversee the Website update the job description in website for each for the Committees. Karen already has the book.

New Business

CS NARPM National Convention Scholarship Checklist – SEE ATTACHMENT #1

Canyon City is up for Small Business Revolution for a HULU episodes. Voting is for the next 6 days. Announcement will be made at Luncheon.

CS NARPM National Convention Scholarship Checklist

Scholarship recipient will be selected by the Chapter Board Members and announced at the August meeting. The Scholarship Recipient will receive a \$1000 maximum award towards Convention travel and lodging expenses. Submission deadline is June 30th to Chapter President-Elect

Application package:

- Current Professional member of NARPM in good standing.
- Must be current Candidate for RMP or MPM Designation.
- Past or Present Volunteer at Chapter or National Level.
- Must be registered for the National Convention.
- Submit short essay- "Why attending a National Convention is important in the designation process".

Winner Requirement- Compile social roster of Convention attendees, gather feedback from attendees on classes and submit a Convention Report for the November Newsletter.

Board of Directors Minutes

Colorado Springs Chapter of NARPM

Hotel Elegante (2886 S. Circle Dr., Colorado Springs, CO)

Members Present

Robert Werthman (Officer - President)
Scott Hawker (Officer - Secretary)
Karen Santee (Officer -- President Elect)
Elizabeth Villegas (Membership Chair)
Charles D'Alessio (Legislative Chair)
Denise Day (Website Chair)
Michelle Getz (Website Chair)
Alex Yoder (Designation Chair)
Christy Lehmpuhl (Affiliate Chair)
Tim Kealy (Affiliate Co-Chair)
Dave Kraszewski (Newsletter)
Duane Mattes – Affiliate Guest

Welcome and Call to Order

President Kim Bendt called the meeting of the Colorado Springs Chapter of the National Association of Residential Property Management to order at 9:35 A.M. on 4/16/2019

Roll Call

Roll Call was given, and quorum was present at the meeting.

Secretary Minutes

March Minutes were motioned to approve, seconded and called to approve.

Treasures Report

\$9886.74 Symposium cost. \$14,817 was the total gross income. Vendors brought in \$10,200.00 of that. No money was lost. Motioned to approve, seconded and called to approve.

Committee Report

Membership –

3 affiliates that have applied. All were motioned to be approved, seconded and called to approve.

91 Professional Members.

16 support staff.

Total 171 members.

Z Inspector

James West, The Floor Trader

Tracy Arthur, Arthur Mediation Services

Margret Eaton w/ Falcon Properties. (She is active 0 complaints and a national member)

Fifi Walker from Bijou Property management

All new affiliates and Members were motioned to be approved, seconded and carried to approve on an email thread between Board officers in February.

Affiliate –

Affiliate packet is all online. New affiliates fill out required information online and Membership Chair receives the application. Affiliate packet update still needs revisions and will continue to be revised. 64 affiliates now which is down from 70.

Education –

Not present

Darryl Caisson award for RMP candidates after the convention can be given to pay for expenses from the convention. Also, our local chapter has an award for the same candidates.

Next class is August 22nd for Maintenance.

Designation –

Denver Convention and the Symposium will count for the RMP and MPM requirements.

Total 14 MPM but 2 will be inducted today for a total of 16. 5 MPM and 11 RMP candidates. 5 more are needed for the goal of the year.

Legislative –

Quick update will be provided on all of the bills that have been going through CO legislation over the past few months.

The Rent Application Fee Bill will be passed and immediately implemented by the Governor.

Time period to cure lease violations Bill is still under consideration.

Tenants held in safety activation Bill is still under consideration.

Rent Stabilization Bill is still under consideration.

Accessory dwelling units ordinances is still under consideration by El Paso County.

NARPM to consider sponsoring a class to help Property Managers understand what these Bills are and how to help ensure following the Bills.

Small Business's tax is being considered.

Day on the Hill is in May.

Website/Marketing –

NARPM Facebook page to have vendor appreciation every week.

New Members can be posted on the Facebook page.

Unfinished Business

Misty is still working on a new member packet and mentor packet.

Chapter officer and committees' descriptions still need to be updated by officers and chair members.

108 participants to Symposium. 22 National Members showed up and 13 nonmembers showed up. Next year symposium from the survey was the Symposium to focus on day to day property management operation. 30% feedback was received. Invite more local vendors with paint, appliance, and handyman services.

New Business

July social is still in works. Summit is a great idea that hasn't been done before. Motioned to approve, seconded, and called to approve.

90 people max which would include 25 children. It would be on a Thursday night July 25th, 2019 from 6-9pm. Bowling would be from 6:30 – 8pm. There would be a charge. \$15 for adults and \$5 children. The cost of the event would include 2 hours of bowling, \$10 arcade/ laser tag gift card and food would be provided. We would be able to get a military discount. Summit would need a 50% deposit.

Still need to focus on increasing membership. Robert brought brochures that will be left on each luncheon table.

Board elections are no later than September. Still need to have commitment from current board members and chair committee members whether they will be staying for next year.

Christmas party ideas? 2 options, 1 option is at Hotel Elegante for sit down dinner and casino night. The other option is for Colorado Country Club for the same. The costs are going to be about \$6,500.00-\$10,000.00. Some of the Cripple Creek casinos have been contacted to arrange a casino night. Charles has offered to bring a band for the Christmas event. Looking at the first week of December for the event. Need to get final details to Board to decide in May and vote to approve. Wednesday night December 4th is the current proposed date for the Christmas event. Care and Share check will be given at the function. Awards will also be given during the middle of the function.

Form **990-EZ**

Short Form

Return of Organization Exempt From Income Tax

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

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning , 2019, and ending , 20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <input type="checkbox"/>	D Employer identification number <input type="checkbox"/>
	COLORADO SPRINGS CHAPTER OF NATIONAL ASSOCIATION OF PROPERTY	30-046666
	Number and street (or P.O. box if mail is not delivered to street address) <input type="checkbox"/> Room/suite	E Telephone number
	6295 LEHMAN DRIVE SUITE 101	719-260-6871
	City or town, state or province, country, and ZIP or foreign postal code	F Group Exemption Number ▶ <input type="checkbox"/>
	COLORADO SPRINGS, CO 80918	

G Accounting Method: Cash Accrual Other (specify) ▶ **H** Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶

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

K Form of organization: Corporation Trust Association Other

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

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

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

Revenue	<input type="checkbox"/> 1 Contributions, gifts, grants, and similar amounts received	1	2120
	<input type="checkbox"/> 2 Program service revenue including government fees and contracts	2	52226
	<input type="checkbox"/> 3 Membership dues and assessments	3	9150
	<input type="checkbox"/> 4 Investment income	4	
	5a Gross amount from sale of assets other than inventory 5a		
	b Less: cost or other basis and sales expenses 5b		
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) 5c		
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000) 6a		
b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) 6b			
c Less: direct expenses from gaming and fundraising events 6c			
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d			
7a Gross sales of inventory, less returns and allowances 7a			
b Less: cost of goods sold 7b			
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) 7c			
8 Other revenue (describe in Schedule O) 8			
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ 9		63496	
Expenses	10 Grants and similar amounts paid (list in Schedule O) 10		
	11 Benefits paid to or for members 11		
	12 Salaries, other compensation, and employee benefits <input type="checkbox"/> 12		
	13 Professional fees and other payments to independent contractors <input type="checkbox"/> 13		
	14 Occupancy, rent, utilities, and maintenance 14		
	15 Printing, publications, postage, and shipping 15		2327
	16 Other expenses (describe in Schedule O) <input type="checkbox"/> 16		69175
17 Total expenses. Add lines 10 through 16 ▶ 17		71502	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9) 18		(8006)
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) 19		
	20 Other changes in net assets or fund balances (explain in Schedule O) 20		
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ 21		24610

Part II Balance Sheets (see the instructions for Part II)

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

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	32616	24610
23 Land and buildings		
24 Other assets (describe in Schedule O)		
25 Total assets	32616	24610
26 Total liabilities (describe in Schedule O)		
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	32616	24610

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

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

What is the organization's primary exempt purpose? _____

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 _____	
29 (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	28a
30 (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
31 (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31 Other program services (describe in Schedule O) _____	
(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32 Total program service expenses (add lines 28a through 31a) _____	32

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
ROBERT WORTHAM PRESIDENT	2	0	0	0
KAREN SANTEE PRESIDENT ELECT	2	0	0	0
JENNIFER POWILLEIT TREASURER	5	0	0	0
SCOTT HAWKER SECRETARY	2	0	0	0
LIZ VARGAS MEMBERSHIP	2	0	0	0
KIM MARTIN PAST PRESIDENT	2	0	0	0

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

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		<input checked="" type="checkbox"/>
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<input checked="" type="checkbox"/>
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0		
b	Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a		
b	Gross receipts, included on line 9, for public use of club facilities 39b		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<input checked="" type="checkbox"/>
41	List the states with which a copy of this return is filed ▶		
42a	The organization's books are in care of ▶ JENNIFER POWILLEIT Telephone no. ▶ 719-475-1007 Located at ▶ 428 E BIJOU ST COLORADO SPRINGS, CO ZIP + 4 ▶ 80903		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	Yes	No
			<input checked="" type="checkbox"/>
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶		<input checked="" type="checkbox"/>
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
c	Did the organization receive any payments for indoor tanning services during the year?		<input checked="" type="checkbox"/>
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions		<input checked="" type="checkbox"/>

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I **46**

Yes	No
	✓

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

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

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

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II **47**

Yes	No

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E **48**

Yes	No

49a Did the organization make any transfers to an exempt non-charitable related organization? **49a**

Yes	No

b If "Yes," was the related organization a section 527 organization? **49b**

Yes	No

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

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

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

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

d Total number of other independent contractors each receiving over \$100,000 **52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No

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

Sign Here

<i>Karen Santee</i> Signature of officer	Date
<i>Karen Santee, President</i> Type or print name and title	<i>2/18/2020</i>

Paid Preparer Use Only

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

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

Colorado Springs NARPM

Date: 1/15/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Membership Update
- Treasurer Update
- Education Chair
- Designation Chair
- Legislative Chair
- Marketing/Website Chair
- Affiliate Chair
- Social Committee Update
- Old/New Business
- Lunch/Vendor 3 minute
- Speaker Intro (12:00 – 12:50)
- Giveaways & 50/50 Drawing
- Calendar
- Adjournment



Colorado Springs NARPM

Date: 2/12/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Membership Update
- Treasurer Update
- Education Chair
- Social Committee Update
- Designation Chair
- Legislative Chair
- Marketing/Website Chair
- Affiliate Chair
- Newsletter
- New Business
- Lunch/Vendor 3 minute
- Speaker Intro (12:00 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment



From: Colorado Springs Chapter of NARPM admin@system.coloradosprings.narpm.org
Subject: Reminder: 2019 COS NARPM Symposium ***ATTENDEE REGISTRATION***, 12 Mar 2019
Date: February 11, 2019 at 7:30 AM
To: Robert Werthman robert@callcornerstone.com



Dear Robert Werthman,

Please remember we are offering a Designation Course the day *BEFORE* the Symposium. If you wish to stay in town before or after the event, the Elegante is offering a special rate. (Contact the Hotel, mention the Symposium)

Classes offered the day before: NARPM Ethics. Also Advanced Risk Management, which will also have 6 credit hours of Colorado CE attached.

A friendly reminder about your event registration:

2019 COS NARPM Symposium ***ATTENDEE REGISTRATION*** Hotel Elegante, 2886 S Circle Dr., Colorado Springs, CO 80906
Date: 12 Mar 2019 7:30 AM MDT



The 13th Annual Landlord Symposium is almost here.....

“Tools for the Modern PM”

Brian Birdy, RMP®, MPM®, CRMC®

Past President NARPM

James Barrett** Time Management

Vickie Gaskill, MPM®, RMP®, CPM® ** Supreme Teams

Dave Borden PMW, National Affiliate** Making the Most of Your Site

4 hours Colorado CE, Designation Points.

Tuesday, March 12th, 2019

7:30 a.m. to 5:00 p.m.

Hotel Elegante South Colorado Springs

2886 S. Circle Drive Colorado Springs, CO 80906

719-576-5900

Elegante Special Rate for Overnight Stay: Mention **“NARPM Symposium”**

Register at <http://coloradosprings.narpm.org>

Registration:

EARLY BIRD by February 28th, 2019

NARPM Members \$ 95.00

Non-Members \$ 135.00

1st of March and After (members and non-members): \$ 160.00

8:00 a.m. to 5:00 p.m. Registration opens at 7:15 am.

Symposium Event includes Continental Breakfast with the Vendors at 7:30, Lunch with Vendors, and Afternoon snacks

Over 20 Vendors to network with.....

Payment expected by time of service. Cash and checks welcome at the door.

Don't Miss ... NARPM Ethics Class AND Advanced Risk Management

March 11, 2019 Hotel Elegante

www.NARPM.org

Classes before the Symposium ! NARPM Ethics (with Rob Lynde) to be held at the Hotel Elegante, 1-4 on March 11th. Register for this class on line at www.narpm.org We are also offering Advanced Risk Management with Bev Perina (6 hour class) (and 6 hrs Colorado CE) at the Hotel, register also at www.narpm.org. Registrations for classes must be complete by Feb 8th to secure the class being held.

To Attend Symposium, Please register at <http://coloradosprings.narpm.org>

Questions... Please Contact:
Robert Werthman RMP©

Robert@callcornerstone.com

At the Landlord Symposium you will spend the day discovering many ideas and concepts that you will be able to implement into your business and network with other managers...and identify issues that are important to you and other Property Managers, actively engaged managing residential homes, in the current housing environment. Network with vendors who provide local services to management companies around the region.

Thanks for registering and we are looking forward to seeing you!

Best regards,
Colorado Springs Chapter of NARPM

Colorado Springs NARPM

Date: 4/16/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Membership Update
- Treasurer Update
- Education Chair
- Social Committee Update
- Designation Chair
- Legislative Chair
- Marketing/Website Chair
- Affiliate Chair
- Newsletter
- New Business
- Lunch/Vendor 3 minute
- MC & Panel Intro (12:00 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment



Colorado Springs NARPM

Date: 5/21/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Membership Update
- Treasurer Update
- Education Chair
- Affiliate Chair
- Social Committee Update
- Designation Chair
- Legislative Chair
- Marketing/Website Chair
- Newsletter
- New Business
- Lunch/Vendor 3 minute
- Speaker (12:00 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment



Colorado Springs NARPM

Date: 6/18/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Ken Davidson (11:30- 12:00)
- Lunch/Vendor 3 minute
- Mayor John Suthers (12:10 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment



From: **Colorado Springs Chapter of NARPM** admin@system.coloradosprings.narpm.org
Subject: Reminder: 2019 NARPM July Social!, 25 Jul 2019
Date: July 11, 2019 at 6:00 PM
To: Robert Werthman robert@callcornerstone.com



Dear Robert Werthman,
A friendly reminder about your event registration:

2019 NARPM July Social!

When: 25 Jul 2019 6:00 PM, MDT

Where: The Summit - 1180 Interquest Parkway Colorado Springs, CO

EVENT DETAILS:



Come enjoy a fun night with NARPM Members/Affiliates and their families. Adults and kids welcome!

Includes:

1. Dinner: Salad, pizza, chicken tenders, soft drinks, coffee/tea and a cash bar (6:00pm-7:30pm)
2. Bowling and show rental (7:30pm-9:00pm)

3. \$10 Arcade card per person
4. First 45 folks registered get entered into drawing for one of 3 \$25.00 gift cards

Ticket Cost:

1. \$15 per adult, Members can register additional Guests
2. \$5 per child (16 and under) (This registration is separate from Adult)
3. Registration online is REQUIRED. Payment is available online through Paypal or bring a check to the event.

Registration will close midnight, July 23rd.

Cancellations in writing must be received by the Treasurer only, no later than 3 pm on Wednesday July 23rd. Checks always welcome at the door. Credit/debit can only be used on line.

No refunds for non-attendance.

Thanks for registering and we are looking forward to seeing you!

Best regards,
Colorado Springs Chapter of NARPM

If you no longer wish to receive these emails you can [unsubscribe](#) at any time.

Colorado Springs NARPM

Date: 8/20/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**



- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- Membership Update
- Treasurer Update
- Education Chair
- Affiliate Chair
- Social Committee Update
- Designation Chair
- Legislative Chair
- Marketing/Website Chair
- Newsletter
- New Business
- Lunch/Vendor 3 minute
- Speaker (12:00 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment
- Symposium Committee Meeting

Colorado Springs NARPM

Date: 9/17/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- 2020 Board Candidate Introductions
- PM Vote on new Board
- 2020 Committee Announcement
- New Business
- Lunch/Vendor 3 minute
- Speaker Panel (12:00 – 12:50)
- 2020 New Board Announcement
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment
- Symposium Committee Meeting
- Adjournment



Colorado Springs NARPM

Date: 10/22/2019

Time: 11 am – 1 pm

**Place of Meeting:
Hotel Elegante**

- Registration
- Networking/Vendor Tables
- Call to Order & Pledge of Allegiance
- Welcome Guests
- Board and Past President Introduction
- President Comments
- MPM Inductions
- Committee Updates
- New Business
- Lunch/Vendor 3 minute
- Speaker (12:00 – 12:50)
- Upcoming Events
- Giveaways & 50/50 Drawing
- Adjournment
- Symposium Committee Meeting
- Adjournment



From: **Colorado Springs Chapter of NARPM** admin@system.coloradosprings.narpm.org
Subject: Reminder: 2019 November Luncheon- Landlord/Tenant Attorney Panel, 19 Nov 2019
Date: October 28, 2019 at 11:00 AM
To: Robert Werthman robert@callcornerstone.com



Dear Robert Werthman,
A friendly reminder about your event registration:

2019 November Luncheon- Landlord/Tenant Attorney Panel

When: 19 Nov 2019 11:00 AM, MST

Where: Hotel Elegante, 2886 S Circle Dr., Colorado Springs, CO

EVENT DETAILS:



William Duven, Attorney

William C Duven has been practicing law for more than 35 years in Colorado Springs. He graduated from the University of Nebraska-Lincoln in 1979 and their College of Law in 1982. He represents landlords and creditors in the areas of Landlord-Tenant and debt collection cases. He appears regularly in courts in Colorado Springs and throughout the Front Range. Mr. Duven was voted by his colleagues "Top Attorney" from 2014 through 2019.

&

Clinton Albert, Attorney

Clinton Albert is staff attorney with Colorado Legal Services focusing on housing issues. A 2010 graduate of Temple University Beasley School of Law in Philadelphia, Pennsylvania, Mr. Albert began practicing law in the Colorado State Public Defender office in Colorado Springs. Following his time at the public defender office, Mr. Albert worked for the Bussey Law Firm handling criminal defense and personal injury cases. When not in court or the office, he can be found rock climbing somewhere in the Rocky Mountains or Colorado

Plateau.

Landlord/Tenant Attorney Panel will provide interesting discussion and insight concerning the latest legal issues affecting property management.

The panel moderator will present scenarios for debate followed by a member question and answer session.

Vendor registrations for Tables are handled thru the Affiliate Co-ordinator.

(Christy Lehmpuhl)

Remember early registration ends at midnight on November 12, 2019.

Cancellations in writing must be received by the Treasurer only, no later than midnight the Thursday before the event. Checks and cash always welcome at the door. Credit/debit can only be used on line.

Late registrations, and at the door are at a cost of \$35.00. A Registration means a lunch will be prepared for you, that the Chapter has to pay for. Therefore payment is expected at time of service.

No refunds for non-attendance.

Thanks for registering and we are looking forward to seeing you!

Best regards,

Colorado Springs Chapter of NARPM

If you no longer wish to receive these emails you can [unsubscribe](#) at any time.

From: Colorado Springs Chapter of NARPM admin@system.coloradosprings.narpm.org
Subject: Reminder: 2019 Casino Night Christmas Dinner & Chapter Officer Installation, 04 Dec 2019
Date: November 27, 2019 at 5:30 PM
To: Robert Werthman robert@callcornerstone.com



Dear Robert Werthman,
A friendly reminder about your event registration:

2019 Casino Night Christmas Dinner & Chapter Officer Installation

When: 04 Dec 2019 5:30 PM, MST

Where: Valley Hi Golf Club, 610 Chelton Road, Colorado Springs, CO 80910

EVENT DETAILS:



Let's Enjoy Christmas with good friends, great food, and holiday cheer!

We would like to invite ALL our professional members and 1 guest to join us as we celebrate another eventful year at our Local Chapter! Vendor/affiliate members, will be limited to one ticket per business plus a guest.

The price of admission is an **unwrapped child gift per person** to be donated to Toys for Tots.

Tickets are limited so be sure to register today! If you don't register online by **Nov. 25th** or you want to bring additional guests, the cost will be \$40 per person.

We will be celebrating with a Casino Night, Buffet Dinner, Live Music, and a cash bar.

The event will begin at **5:30pm** with the installation of 2020 Chapter Officers and at 6 pm the casino night festivities and food will begin.

We hope to see you there!

Remember to RSVP online to reserve your seat today!



CASINO NIGHT

Thanks for registering and we are looking forward to seeing you!

Best regards,
Colorado Springs Chapter of NARPM

If you no longer wish to receive these emails you can [unsubscribe](#) at any time.

2019 CSNARPM Board Member and Committee Chairs

Board Members

President: Robert W. Werthman

President-Elect: Karen Santee

Past President: Kim Bendt

Secretary: Scott Hawker

Treasurer: Jennifer Powilleit

Membership: Elizabeth Villegas

Committee Chairs

Education: Chair-Daniel Muldoon; Co-chair-Nicole Reinhart

Legislative: Chair- Charles D'Alessio; Co-chair-Andrea Warner

Designation: Chair-Alex Yoder; Co-chair-Danielle Coke

Marketing and Website: Chair-Denise Day; Co-Chair-Michelle Getz

Affiliate: Chair-Christy Lehmpuhl; Co-chair-Tim Kealy

Newsletter: Dave Kraszewski

New Member Mentor: Misty Berger

From: Colorado Springs Chapter of NARPM admin@system.coloradosprings.narpm.org
Subject: 2020 CS NARPM Board
Date: June 14, 2019 at 5:39 PM
To: Robert Werthman robert@callcornerstone.com



Dear Robert Werthman,

I want to take a quick moment to thank all of the current board members, chair and co-chairs as well as the volunteers we have had for 2019. I understand that volunteer came take up some valuable time that sometimes we don't always feel that we have.

As we look forward to the 2020 year I would like you to think of all that NARPM and our Chapter has given to you. This is a volunteer based organization and without volunteers we would not be as successful as we have been! We need board members for 2020! If you are interested or have thought about volunteering please reach out to myself, Robert or Karen. If you have questions about what a position takes we would love to take to you about it! If you are currently working on a designation, then you need point and here is your opportunity!

The elected positions that we will vote on at the September meeting are:

- President Elect
- Secretary
- Treasurer Elect
- Membership

We are currently looking for the following Chair or Vice-chair:

- Education Vice-Chair
- Hospitality - Chair & Vice-Chair

We look forward to hearing from you about the 2020 NARPM Year and how you see yourself giving back to an organization that gives to us!

Sincerely,

Kim Bendt

2018 CS NARPM President

[Unsubscribe](#)

2020 CSNARPM Board Elections

Please select one person per category or write in a name.

Board Members

President-Elect: _____ Lance Kohler or _____ Rob Lynde

Secretary: _____ Scott Hawker or _____

Treasurer: _____ Jennifer Powilleit or _____

Membership: _____ Elizabeth Villegas or _____ Charles D'Alessio

2020 CS NARPM Board Member and Committee Chairs

Board Members

Past President: Robert W. Werthman

President: Karen Santee

President-Elect: Rob Lynde

Secretary: Scott Hawker

Treasurer: Jennifer Powilleit

Membership: Charles D'Alessio

Committee Chairs

Education: Chair-Drew Bartlett

Legislative: Chair- Andrea Warner; Vice-chair-Alex Yoder

Designation: Chair-Danielle Coke; Vice-chair- Lance Kohler

Marketing and Website: Chair-Denise Day; Vice-Chair- Michelle Getz

Affiliate: Chair-Christy Lehmpuhl; Co-chair-Tim Kealy

Hospitality: Chair- Rosie Gunnels

Newsletter: Dave Kraszewski

New Member Mentor: Misty Berger

Bylaws of

The Colorado Springs Chapter of the National Association of Property Managers, Inc.
dba

The Colorado Springs Chapter of The National Association of Residential Property Managers, Inc.

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Colorado Springs Chapter of the National Association of Property Managers, Inc. dba The Colorado Springs Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purposes

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry along the Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canon City.
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 Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canon City.

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 Colorado.

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

Section D: Geographical Definition

The Chapter's geographical definition shall be the Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canon City.

ARTICLE II: Membership, Application, Acceptance and Voting

Professional, Associate, Support Staff, and Affiliate

Section A: Professional Member

A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow Colorado state regulatory licensing laws 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 Colorado state regulatory licensing laws, but do not hold an active real estate license. A Professional Member is eligible to vote, hold an elective office and serve as a member of BOD and the Executive Committee.

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow Colorado state regulatory licensing laws regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, vote or hold an elective office

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 Colorado state regulatory 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 Colorado state regulatory licensing laws. A Support Staff Member cannot vote or hold an 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 BOD, the Executive Committee, chairpersons or committee members. An Affiliate Member cannot vote or hold an elective office.

The Chapter shall not recognize National Affiliate Members as Affiliate Members of this Chapter. An Affiliate Member shall not be required to be a member of the National Association.

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

ARTICLE III: Suspension, Termination, Resignation and Reinstatement 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 Colorado Springs 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. An 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 Association 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 National Association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year and all financial indebtedness incurred has been paid and is current.

ARTICLE IV: Executive Committee/ Board of Directors

Section A: Responsibilities

The Chapter executive committee/Board of Directors (hereinafter known as the BOD), shall have the 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 National Association Board of Directors 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 BOD and Executive Committee meetings. The Executive Committee shall be comprised of six (6) officers as follows:

1. President: The President shall:

- a. Be 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 Executive Committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Coordinate speakers and lecturers that are relevant to the residential property management industry for Chapter meetings.
- h. Serve a term of one year commencing with the beginning of the new calendar year.
- i. Must be a Professional Member of the Chapter.
- j. Must attend annual Board Leadership Training offered by the National Association.

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 beginning of the calendar year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Act as the Chapter's publications chairperson.
- f. Notify all Chapter members of upcoming meetings
- g. Undertake the responsibility for completing the Chapter of Excellence requirements by January 31 of each year.
- h. Undertake responsibility for such other activities as deemed appropriate by the President or Executive Committee.
- i. Serve a term of one year commencing with the beginning of the calendar year.
- j. Must be a Professional Member of the Chapter.
- k. Must be back up for attendance at the annual Board Leadership Training offered by the National Association if the President is unable to attend.

3. Secretary: The Secretary shall:

- a. Record, maintain and distribute the minutes of all regular and special meetings of the Board and Executive Committee as appropriate.
- b. File all federal, state and local reports as needed.

- c. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
- d. Serve a term of one year commencing with the beginning of the calendar year.
- e. Must be a Professional Member of the Chapter.

4. Treasurer: The Treasurer shall:

- a. Be a signatory for all funds withdrawn from the 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 to present at each BOD meeting.
- e. Prepare financial reports for the Executive Committee upon request.
- f. Prepare an end-of-fiscal year report for the National Association.
- g. File tax and other financial reports with the appropriate government agencies.
- h. Undertake responsibility for other such activities as deemed appropriate by the Executive Committee.
- i. Serve a term of one year commencing with the beginning of the calendar year.
- j. Must be a Professional Member of the Chapter.

5. Membership Chair: The Membership Chair shall:

- a. Maintain current chapter membership records to coincide with the National Association's membership database.
- b. Accept, verify applicant information and present to the Board for review prior to the Board meeting.
- c. Undertake responsibility for other such activities as deemed appropriate by the Executive Committee.
- d. Serve a term of one year commencing with the beginning of the calendar year.
- e. Must be a Professional Member of the Chapter.

6. Past President: The Past President shall:

- a. Shall serve as Chairman of the Nominating Committee.
- b. Undertake responsibilities for other such activities as deemed appropriate by the President.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

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 Professional Member in good standing with both the Chapter and the National Association. Furthermore, the Professional 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: Nomination of Members

Chapter members shall be notified in writing, or electronically if approved by the BOD, of the pending election and nominations solicited from the Chapter members at least sixty (100) days prior to the end of the calendar year. Nominations shall be done in two ways:

1. 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 Chapter's Professional Members.
2. 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 BOD, 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 Chairman of the Nominating Committee and the President shall appoint the other two members of the committee. The recommendation(s) of the Nominating Committee shall be approved by the BOD and presented to the Chapter 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 a 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 BOD. The nominee receiving a simple majority shall be elected to the position.
3. 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 and accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidate(s) for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: Vacancies

1. An office shall be declared vacant when an officer:

- a. Resigns that office through written notification to the President or the Secretary.
- b. Is no longer eligible for membership in the Chapter or the National Association.
- c. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office:

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominating process.

ARTICLE VI: Meetings, Locations, Quorum and Majority Rule:

~~Section A:~~ ^{MW} The BOD shall meet with the same frequency as the Chapter meetings, or at a time approved by the 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 BOD of the date, time and place by regular letter mailed or emailed to each member of the BOD.
2. Waiver of Notice: Attendance by any member of the BOD 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 BOD.
3. Electronic Meetings: If approved by the Executive Committee, a 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 BOD or Executive Committee shall be held within the geographic definition of the Chapter unless otherwise waived by all the members of the BOD. The annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A majority of the BOD officers in attendance at any regular or special meeting shall constitute a quorum.

2. Quorum: A quorum to conduct business by the members shall be 10% of the members eligible to vote at a regularly scheduled meeting. A Chapter event can be held without a quorum but no business can be conducted.

Section D: Simple Majority Rule

All actions and decisions of the BOD or Executive Committee shall be made official by simple majority vote of the members present at any regular or special meeting of the BOD or Executive 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 BOD.

Section B: Responsibilities

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

Section C: Creation and Dissolution

The President, with the advice and consent of the BOD, 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

Acknowledgment and Enforcement

As a condition of membership, all Professional Members must complete a NARPM® Code of Ethics training once every four (4) year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the Chapter is required to complete a NARPM® approved ethics training either in a classroom or through other means as approved by the National Association Board of Directors.

Failure to satisfy this requirement will result in the Professional Member reverting to an Associate Member until the course is completed.

Section A: Acknowledgment

A Chapter Charter is granted by the National Association, only upon the acknowledgment that the Chapter members shall:

1. Be familiar with the Code of Ethics: 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 of the 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

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

1. Payable: Dues for the Chapter are due January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual Chapter dues within 60 days after the first day of the year shall result in automatic termination of Chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of Chapter dues for all members and each class of membership shall be established annually by the Executive Committee and approved by the BOD during the budgeting process.
4. Affiliate Dues: The amount of Chapter dues for Affiliate Members shall be established annually by the Executive Committee and approved by the BOD 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 may be assessed. The BOD 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 BOD and imposed upon the Chapter's 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 BOD.

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 BOD, 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: Procedures for Amending

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

Once approved by the BOD, 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 the National Association's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

The Chapter shall hold harmless and indemnify members of the BOD, 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 Colorado state law, the Chapter shall notify the National Association of said amendments but no further action will be required.

Section E: Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee, officer or director after a hearing in accordance with the established procedures of the National Association. As used in this Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, President-Elect and one member of the BOD selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the BOD selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

Should the Chapter's membership vote, by majority rule, to dissolve the operations of the Colorado Springs Chapter of Residential Property Managers, all remaining funds in the treasury will be sent to the National Association.

	Proposed budget 2019	Actual 2019 12/31/19	Proposed budget 2020	Actual 2020	Notes
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DUES INCOME:					
	GL CODE				
Affiliate Dues	2100	\$6,000.00	\$5,364.00	\$7,500.00	
Aff dues future year (\$\$ collected Dec)	2100-1				
Support Staff	2300	\$900.00	\$576.00	\$550.00	
Professional Dues	2400	\$3,000.00	\$3,210.00	\$6,750.00	
Prof dues, future year (\$ collected Dec)	2400-1				
TOTAL DUES INCOME		\$9,900.00	\$9,150.00	\$14,800.00	\$0.00

OTHER INCOME:					
Monthly Luncheons (except Mar/July & Dec)	2500	\$22,000.00	\$23,303.21	\$22,000.00	
1/2 raffle income at lunch	2510	\$900.00	\$1,119.50	\$1,000.00	
CE Classes	2550	\$1,000.00	\$225.00	\$0.00	
Vendor Luncheon Table Fees	2600	\$1,800.00	\$1,370.00	\$2,160.00	
Vendor Social Table Fees	2605		\$3,300.00	\$0.00	
Landlord Symposium	2700	\$18,000.00	\$10,915.00	\$13,000.00	
Landlord Symposium Vendor Tables	2750	\$10,000.00	\$10,140.00	\$10,000.00	
National NARPM retention bonus	2900	\$1,000.00	\$1,110.00	\$900.00	
NARPM National Education Reimbursement	2952	\$2,500.00	\$668.00	\$0.00	
National NARPM grant	2950	\$1,000.00	\$1,000.00	\$1,000.00	
Social Events			\$1,195.00		
TOTAL OTHER INCOME		\$58,200.00	\$54,345.71	\$50,060.00	\$0.00
TOTAL INCOME		\$68,100.00	\$63,495.71	\$64,860.00	\$0.00

	Proposed 2019	Actual 2019	Proposed 2020	Actual 2020 1/20/20	Notes
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EXPENSES:					
CHARITABLE CONTRIBUTIONS:					
Charitable 50/50	5500	\$1,000.00	\$1,119.50	\$1,000.00	
Charitable	5501			\$1,000.00	
Legislative	5510	\$2,000.00	\$2,000.00	\$4,000.00	
NAF Advocacy	5515	\$1,000.00	\$1,000.00	\$500.00	
Charity - Bereavement - Illness	5520	\$1,000.00		\$500.00	
TOTAL CHARITABLE CONTRIBS.		\$5,000.00	\$4,119.50	\$7,000.00	\$0.00

EDUCATION EXPENSES:					
ACU Class	5600	\$750.00	\$590.30	\$750.00	
Designation Reimburse (1/2 class expense)	5650	\$2,500.00	\$1,160.00	\$1,750.00	
Nat'l Convention Reimb	5660	\$5,000.00	\$4,404.50	\$3,000.00	
Scholarship	5670	\$1,000.00	\$1,000.00	\$1,000.00	
Nat'l Class	5690	\$1,469.74		\$250.00	
Guest Speak Expense	5700	\$3,530.26	\$3,731.31	\$1,000.00	
CRMC Achievement Reimbursement	5750		\$0.00	\$0.00	
TOTAL EDUCATION EXPENSES		\$14,250.00	\$10,886.11	\$7,750.00	\$0.00

EXECUTIVE COMMITTEE:					
Legislative Conference	5100	\$2,000.00	\$2,000.00	\$0.00	
Leadership to travel to Nat'l	5150	\$4,400.00	\$2,478.97	\$4,500.00	
Leadership travel to required training	5155	\$600.00		\$1,000.00	
NARPM Gift (cards for Nat 50/50)	5160	\$200.00		\$0.00	
Committee Meeting (reimb food/snack/dues)	5165	\$732.00		\$650.00	
TOTAL EXECUTIVE COMMITTEE		\$7,932.00	\$4,478.97	\$6,150.00	\$0.00

LUNCHEON EXPENSES:					
Monthly Luncheons (except Mar/July/Dec)	5300	\$22,000.00	\$22,776.78	\$22,000.00	
December Christmas Dinner	5400	\$3,500.00	\$7,703.03	\$2,000.00	
Installation Recognition & Plaques	5450	\$500.00	\$500.42	\$500.00	
Narpm "free" event (July Social)	5350	\$3,000.00	\$2,068.22		
TOTAL LUNCHEON EXPENSE		\$29,000.00	\$33,048.45	\$24,500.00	\$0.00

	Proposed 2019	Actual 2019	Proposed 2020	Actual 2020 1/20/20	Notes
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MEMBERSHIP EXPENSES:					
Membership Acquisition (inc facebook, free lunch)		\$500.00		\$500.00	
Name Tags /Branding items (t-shirts-caps)	5050	\$500.00	\$342.00	\$400.00	
Membership Equip (rental/banner)	5060	\$800.00	\$659.86	\$200.00	
TOTAL MEMBERSHIP EXPENSES		\$1,800.00	\$1,001.86	\$1,100.00	\$0.00

GENERAL & ADMINISTRATIVE EXP.:

Wild Apricot Database costs	5010	\$972.00	\$972.00	\$1,200.00	
Bank Charges/Check order	5800	\$100.00	\$81.44	\$100.00	
Domains: change provider/renewal fees	5020				
Bank NSF	5805				
General Supplies & Expenses	5810	\$150.00	\$323.32	\$150.00	
Quick Books yrly online subscrip	5815	\$175.00	\$221.71	\$250.00	
Postage/PO Box	5830	\$75.00	\$167.00	\$150.00	
PayPal expenses for online processing	5850	\$1,100.00	\$1,384.00	\$1,500.00	
Filing fees, State/Local	5860	\$10.00		\$10.00	
IRS prep/filing fees (accountant)	5870				
Adjustment Fund					
TOTAL GENERAL & ADMIN. EXP.		\$1,610.00	\$3,149.47	\$3,360.00	\$0.00

SYMPOSIUM EXPENSE:

Guest Speaker Expense	5200	\$3,000.00	\$1,991.13	\$1,000.00	
Hotel Expense	5250	\$14,000.00	\$9,886.74	\$11,000.00	
Advertising (paper ads, flyers, etc)	5260	\$1,500.00	\$1,615.00	\$2,000.00	
Symposium Expense (printed materials/sundry)	5265	\$1,200.00	\$1,324.85	\$1,000.00	
TOTAL SYMPOSIUM		\$19,700.00	\$14,817.72	\$15,000.00	\$0.00

TOTAL EXPENSES: **\$79,292.00** **\$71,502.08** **\$64,860.00** **\$0.00**

NET PROFIT/(LOSS) **(\$11,192.00)** **(\$8,006.37)** **\$0.00** **\$0.00**