

# Certificate of Compliance

This certifies that the

## Denver Chapter

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

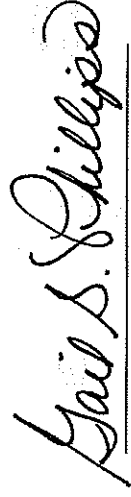
12/7/2009



2009 President



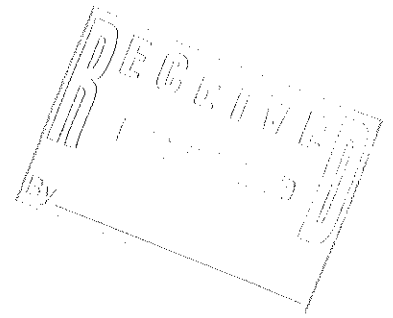
National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers



### Chapter Certificate of Compliance Due December 1, 2009

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

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

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws.
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: <u>UMB</u>
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
CHAPTER FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of proposed annual budget for the following year.
12.	Attach copy of federal tax return. If no return attached: Not required <input type="checkbox"/> Other reason
13.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <u>See Tax Return for #12</u>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 9


a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

Please see attached.

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

 11/20/09  
\_\_\_\_\_  
Current Certification Year President/Date

 11-20-09  
\_\_\_\_\_  
Current Certification Year Incoming President/Date

**CHAPTER RE-CERTIFICATION REQUIREMENTS**

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

**Submission Requirements**

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

## **DENVER CHAPTER NARPM**

### **Schedule of Events for 2010**

January 20-21	Annual New Board Planning Retreat
January 26	Chapter Luncheon Meeting Kristi Bunge, Speaker: Landlord/Tenant legal issues
February 23	Chapter Luncheon Meeting Ben Teague, Speaker: Asbestos overview
March 23	Chapter Luncheon Meeting Memory Training Presentation
April 27	Chapter Luncheon Meeting Round Table Groups: Separate groups for Property Managers, Support Staff Members, and Vendors
May 24	Chapter Luncheon Meeting May be cancelled due to Regional Conference
June 22	Chapter Luncheon Meeting Speaker to be announced
July 27	Chapter Luncheon Meeting Speaker to be announced
August 24	Chapter Luncheon Meeting Speaker to be announced
September 28	Chapter Luncheon Meeting Speaker to be announced
October 26	Chapter Luncheon Meeting Speaker to be announced Colorado 2010 Annual Commission Update Course (free to members)
November	No meeting due to holiday
December	Holiday Member/Vendor Party Date to be announced

# 23 c

## Chapter Certificate of Compliance

### Denver Chapter

#23c

1. The Annual Board Planning Retreat held in January provides an us with an excellent opportunity to map out the entire new year's schedule of meetings, speakers, classes, and events. The new Board has the opportunity to develop strong working relationships and commitment to the chapter and its goals.
2. The Denver Chapter offers financial reimbursement for classes to members who are working on NARPM designations. This encourages members to work toward their designations.
3. The Chapter provides the Colorado Real Estate Commission's required Annual Update class at no charge to members. This required Continuing Education class is valued at \$40.
4. The success of the 2009 Colorado State Conference, held in May, has led to plans for a 2010 Regional Conference.

No <sup>Board</sup> meeting in May.

#2

**NARPM - DENVER CHAPTER ANNUAL MEETING  
JANUARY 22, 2009**

**ATTENDED:** Jessica Hayner, Dean Leskovisek, Jan Lassen, , Bob Alldredge, Karen Hodges, Joan Maranville, Paul Irey, Susan Melton, Lisa Ray, Kathryn MacGeraghty, Lyle Haas, Anthony Irizarry, and presided over by President, Sylvia White.

A plaque was presented to 2008 president, Kathryn MacGeraghty, and everyone expressed their appreciation to her for a job well done. 2009 president, Sylvia White thanked everyone for coming.

**REPORTS:**

**TREASURER:** Kathryn MacGeraghty presented the 2008 treasurer's report (attached) and a profit and loss overview for 2009 (attached). Bob Alldredge reported that we will not be contributing \$5000. to AAMD and will lose our seat on their board.

**PRESIDENT:** Sylvia White is going to present a plan after getting input from the board. She suggested that we have a meeting in July and not in May because of the state conference in May. She suggested that in the future, that the elected president should commit for 2 years instead of one. She would like to come up with a job description for each position of each board position.

**PRESIDENT ELECT:** Karen Hodges has speakers and/or ideas for speakers. They are as follows: January – Kathryn MacGeraghty (economic forecast). February – Nancy Burke (AAMD – legislative update). March – Gordon Vonstroh. April Jack O'Boyle (RTD). May – no meeting. June ?. July-Meth lab speaker. August – Hopkins, Tschetter. Sept – Cory Efurd (NARPM regional VP) October – Real Estate Commission.

**PAST PRESIDENT:** Kathryn MacGeraghty reported that the Realtor Rally and the Holiday party were successful. She suggested that in the future we drop the Realtor Rally and the Commission update class. We should develop a chapter brochure. Would like to focus on education that focus's on things that relate to our job. Would like to change our charity donations to something relating to shelter.

**SECRETARY:** Joan Maranville talked about the luncheons. The chapter is subsidizing the cost each month. Rather than raising prices, a motion was passed to eliminate the high end lunches, such as steak, and not raise the lunch price. The number of persons to attend the luncheon from an affiliate member is limited to 2 persons. Once we get 90 RSVPS for the luncheon, we will not accept more due to space issues. It was suggested that the minutes be published on our web sight. Anthony volunteered to do this. A motion was passed that it will be the secretary's job to get the compliance information gathered and submitted to national each year. Jessica Hayner is assisting with the secretarial duties again this year and has agreed to coordinate the monthly lunches.

**COMMITTEE REPORTS**

**EDUCATION:** Paul Irey said that Nick Meer will be assisting with the education this year. We discussed a possible class schedule and idea's for classes. Jan Lassen was asked to present a class on Management agreements and leases. The mandatory update will be held in October. A regional rep for September. AP Folio for April. Rental home pro is scheduled for February 24<sup>th</sup> after the luncheon. A motion was passed to continue offering

the mandatory update at no cost to our members. A motion was passed that there will not be a charge to members for any class.

**CERTIFICATION:** Peter Meer was not in attendance but submitted a letter. A motion was passed that we continue to fund the scholarship program in the amount of \$1500. and to mandate that the recipient be registered on time (not late).

**MEMBERSHIP:** Jan Lassen reported that as of today we have received 63 paid member registrations, 22 paid support members, and 53 paid vendor members. The postcards are still being mailed out. Jan is going to start contacting companies that advertise in the money mailers to try to recruit them. A discussion was held about giving new vendors a longer 1<sup>st</sup> time introduction. Lyle Haas is assisting with the Membership drive.

**SPECIAL EVENTS:** Dean Leskovisek said the Realtor Rally is scheduled for April 9<sup>th</sup>. It will cost \$500 for a booth. A motion was passed to rent a booth and participate in the rally. We will not try to plan a social event for after the state conference. The race for the cure (October) will be discussed at a later date. The summer social event will be dropped. The Holiday party will be December 8<sup>th</sup>. A discussion was held to determine if we could trim the cost. We decided not to give out free drink tickets.

**NEWSLETTER:** Sondra Welsh was not in attendance. She has agreed to do 9 newsletters a year.

**VENDORS:** Lisa Ray has several luncheon sponsors lined up. January – rentmarketers.com. February EDS Waste. March – Redi Carpet. April Tom Quinlan. June Colorado Roofing. July – COCAT. A discussion was held about the holiday party sponsors. Nothing was decided. Paul Irely and Lisa are planning another vendor class in June. The purpose of the class is to show vendors how to get business from other members. They reported that the class held in 2008 was a success.

**POLITICAL LIASION/PUBLIC RELATIONS:** Bob Alldredge discussed the VonStroh vacancy report and strongly recommended that we continue to support it.

**WEB SITE:** Susan Melton reported on the member usage of our chapter web site. She updated us on some planned changes for the site. Anthony is going to install a counter for the site so the number of hits can be monitored. Susan presented the strategic plans/goals and the NARPM action plan packets that she received at the leadership conference.

**Kathryn** presented the modification and finalization of the 2009 budget (attached)

**OTHER BUSINESS:**

1. A motion was passed that \$500 will be budgeted for the leadership conference and \$1000 for the National conference for one person to attend.
2. Peter Meer is chairing the State conference. The hotel and budget are in place. A copy of the budget is attached.
3. The chapter excellence will be prepared by the President elect.
4. Chapter Grant – Paul Irely reported that we were turned down for a chapter grant twice. He suggested that we give up on the idea.
5. In order to make the “new year” transition easier, we will start planning for 15 months instead of 12 months. Sylvia hopes to have a tentative plan by May.
6. A motion passed that we will no longer ask for canned goods donations but instead, will take up a collection at each meeting and donate the money to the family tree.

Joan Maranville, Secretary

NARPM – DENVER  
MINUTES – FEBRUARY 24, 2009

Attended: Kathryn MacGeraghty, Jan Lassen, Joan Maranville, Karen Hodges, Nick Meer, Paul Irej, Jessica Hayner, Dean Leskosivek, Lyle Haas, Susan Melton, and presided over by President, Sylvia White.

The January minutes were approved

**OFFICER REPORTS:**

**President:** Sylvia White asked for a volunteer to investigate other places that might work for our monthly luncheons. Paul Irej volunteered to chair the committee.

**President Elect:** Karen Hodges presented a list of the luncheon speakers for 2009.

**Treasurer:** Kathryn MacGeraghty presented a year to date profit and loss statement. (attached)

**Secretary:** Joan Maranville – nothing new

**COMMITTEE REPORTS:**

**Education:** Paul Irej reported that 13 people had signed up for the class today. No classes are scheduled for March or April. Jan Lassen is planning to give a class at the Aurora Board rather than for NARPM because attendees can receive CE credits at the board. A few idea's were discussed for future classes. Classes that have been well received in the past, such as round table discussions and insurance, will be considered again.

**Certification:** Peter Meer – no report

**State Conference:** Nick Meer presented the registration form that will be used for the May 20<sup>th</sup> State conference.

**Membership:** Jan Lassen & Lyle Haas – reported that we have 71 vendors, 34 Support members, and 72 property managers. There are 5 companies that have joined at National but not our chapter. Lyle is sending out the post cards.

**Realtor Rally:** Dean Leskosevik is looking for volunteers to man the booth for the April 9<sup>th</sup> Realtor Rally.

**Web:** Susan Melton reported that Anthony has uploaded the vendors to our site.

Joan Maranville  
Secretary



NARPM DENVER CHAPTER  
MARCH 24<sup>TH</sup>, 2009

Attended: Bob Alldredge, Anthony Irizarry, Susan Melton, Peter Meer, Dean Leskosivek, Jessica Hayner, Paul Irey, Jan Lassen, Joan Maranville, Karen Hodges, Lisa Ray, and presided over by Past President, Kathryn MacGeraghty

February Minutes were approved

Treasurer's report: Kathryn MacGeraghty presented a current p&l statement

Secretary: Joan Maranville Thanked Jessica Hayner for coordinating the monthly luncheons. A discussion was held regarding members that did not pay for a previous lunch and it was agreed that they will not be allowed to attend another lunch without paying for the one owed. Paul Irey is looking for a new place to hold our monthly luncheons. Susan suggested that we talk to the hotel where we are holding the state conference.

Realtor Rally: Paul Irey has posters to use that were developed by National. Lyle Haas is going to set up the display and Paul will set up a power point presentation. Dean said several people had volunteered to work at the booth.

Education: Paul Irey reported that a google doc's class will be done at the state conference. The Vendor forum will be done in June and an insurance class is scheduled for September. The 4 hour mandatory update will be held in October.

State Conference: Peter Meer presented a tentative schedule. Anthony is going to send a blast email for registration. Kathryn will collect money and registrations then send on to Sylvia White.

Membership: Jan Lassen said there will be several guests coming to the luncheon today. She reported that we have 83 affiliates, 88 members, and 30 office support members.

Vendor coordinator: Lisa Ray is looking for sponsors for the September and October meeting. She said the 9 vendor booths had already been reserved for the State conference.

Legislative: Bob Alldredge reported that Nancy Burke from the Apt. Assn. will be attending the luncheon today and will give a brief update.

Joan Maranville  
Secretary

NARPM MINUTES – APRIL 28<sup>TH</sup>, 2009

ATTENDED: Nick Meer, Joan Maranville, Jan Lassen, Jessica Hayner, Bob Alldredge, Karen Hodges, Anthony Iziarry, Lyle Haas, Susan Melton, Peter Meer, Kathryn MacGeraghty, and presided over by President, Sylvia White

March minutes were approved

Treasurer: Kathryn gave an update on the registration for the state conference. We have 24 sponsors and 65 people have registered so far.

Secretary: 91 have rsvp'd for lunch today. We need to find a larger place

State Conference: Peter reported that 4 people have signed up for the risk mgmt class and said all the classes are "a go". Peter wants to provide coffee and soda for the people attending the classes. Sylvia, Jessica, and Dean will man the registration table. A motion was passed that our chapter donates the local dues for 2010 as a door prize. Susan sent an article to promote the conference to the Denver Business Journal and "your Hub".

Membership: Jan reported that we have 72 members, 80 affiliates, and 27 office support.

Special Events: (Dean didn't attend board meeting) Sylvia reported that national sent the wrong booth for the Realtor Rally

Susan Melton suggested that we do a survey for our chapter. She will coordinate it.

Sylvia White asked for each board member to give her a written list of what their job is.

The nominating committee for next year is Susan, Peter, Bob, Kathryn, and Sylvia.

Bob Alldredge suggested that our chapter buy a flag that can be left at our meeting place so no one has to bring one.

Joan Maranville  
Secretary

DENVER – NARPM  
MINTUES JUNE 23<sup>RD</sup> 2009

Attended: Lyle Haas, Jan Lassen, Jessica Hayner, Karen Hodges, Bob Alldredge, Joan Maranville, Peter Meer, Nick Meer, Kathryn MacGeraghty, Susan Melton, Lisa Ray and presided over by President, Sylvia White.

April minutes approved

Sylvia distributed a packet with each board job description. She would like to update the descriptions at our next meeting.

Karen Hodges: Nothing definite for July. August is Continental Collections. September is Cary Efford. October is Marsha Waters.

Treasurer: Kathryn presented a year to date p&l.

State Conference: Apx. \$5000. profit. Apx. 130 attended. Next year we will probably have a regional conference instead of state.

Education: Nick announced that we will have the mandatory update in October.

Certification: Peter said that 3 members, Kathryn, Nick, and Karen are eligible for scholarship funds. Congradulation to Anthony Irizarry, who received his RMP designation.

Bob Alldredge complimented Peter and Susan for an outstanding job on the state conference.

Membership: Jan reported that we have 90 members, 9a3 vendors, and 39 support staff.

Special events: Holiday party is December 8<sup>th</sup>.

Vendor Liaison: Lisa needs sponsors for Sept and October.

A motion was passed to sign another contract with our present ( QV) hotel thru December 2010.

A discussion was held about our participation in the realtor rally. We decided to continue participating.

Joan Maranville  
Secretary

DENVER NARPM MINUTES  
JULY 28<sup>TH</sup>, 2009

Attended: Nick Meer, Lisa Ray, Karen Hodges, Kathryn MacGeraghty, Jan Lassen, Paul Irej, Susan Melton, Joan Maranville, Bob Alldredge, Jessica Hayner, Peter Meer, Lyle Haas, Anthony Irizarry, and presided over by President, Sylvia White

June's minutes were approved.

Vendor Coordinator: Lisa Ray gave an update on the upcoming luncheon sponsors. She is working on sponsors for 2010.

President : Sylvia White is compiling a list of job descriptions for each office and committee chair. She has asked each volunteer to submit a description of their duties.

Karen Hodges: presented a list of the upcoming luncheon speakers (see attached)

The nominating committee presented a slate for 2010

Treasurer: Kathryn MacGeraghty presented a profit and loss statement and a current check register (see attached)

Education: Paul Irej is lining up a class for October. It will be the mandatory 4 hour class. He is working on a meth lab class to be given after the 1<sup>st</sup> of the year.

Certification: Peter reported that 4 people were reimbursed for certification classes.

Membership: Jan reported that we now have 90 members, 94 affiliates, and 37 office support members.

Sylvia and Jessica volunteered to plan the holiday party. Joan offered to help. Sylvia is going to ask Sondra to coordinate the race for the cure.

DENVER NARPM MINUTES  
AUGUST 25<sup>TH</sup> 2009

Attended: Karen Hodges, Jan lassen, Joan Maranville, Bob Alldredge, Nick Meer, Kathryn MacGeraghty, Jessica Hayner, Lyle Haas, Lisa Ray, Peter Meer, Paul Ireys, Anthony Irizarry and presided over by President, Sylvia White.

The July minutes were approved.

President – Sylvia distributed cd's that contain each board and committee job description. She is going to announce the slate of officers for 2010 at the luncheon today and a vote will be held at the September luncheon.

President Elect -- Karen announced that Cary Efurt will attend the September luncheon and will be our guest speaker. Karen presented the list of luncheon speakers through February 2010. We will have a meeting after lunch regarding the SW conference. Marsha Waters from the real estate commission confirmed for October.

Treasurer: Kathryn presented a current check register and an accounting of the state conference. We need to spend some money. We discussed advertizing in various board newspapers and other publications.

Education – Nick said we can get ce approval for the meth class that is tentatively scheduled for February 2010. The mandatory class is scheduled for October.

Membership – Jan said we have 89 members, 97 affiliates, and 37 support.

Special events – The holiday party has been confirmed

Vendor liaison – Lisa reported that today's sponsor is Vacant Interiors and has sponsors lined up for the remainder of this year. Several vendors are interested in sponsoring a luncheon in 2010.

Web – Anthony told us that the web is down so right now we can't access everything at [rentproperty.com](http://rentproperty.com)

Legislative -- Bob attended a JLAC meeting last week. He and Susan Melton were interviewed by several publications.

January retreat – 2 dates were discussed. January 13 or 20<sup>th</sup>. Jan suggested that we try having it at Ameristar. She is going to look into that for us.

Realtor Rally – It was decided that we would participate again but need more volunteers.

Joan Maranville  
Secretary

DENVER NARPM MINUTES  
SEPTEMBER 22, 2009

Attended: Jessica Hayner, Jan Lassen, Joan Maranville, Nick Meer, Susan Melton, Bob Alldredge, Anthony Irizarry, Karen Hodges, Kathryn MacGeraghty, Lyle Haas, Cary Efurt, and presided over by President, Sylvia White.

August's minutes were approved.

A warm welcome to guest, Cary Efurt.

Jan Lassen had an "appreciation" plaque made for Paul Noveshansky. Paul was a member of our chapter since 1992 and was appreciated for many things including his unwavering support of our chapter. Sadly, he passed away before the plaque could be presented to him. He will be fondly remembered and missed by all who knew him.

President Elect: Karen Hodges updated us on the upcoming luncheon speakers. A proposed officer and committee list was presented. It is:

Past president: Sylvia White ( luncheon speaker coordinator)

President: Karen Hodges

President Elect: Lyle Haas

Vice President: Bob Alldredge

Secretary: Joan Maranville

Treasurer: Kathryn MacGeraghty

Membership Co-Chairs: Jan Lassen/Lyle Haas

Education: Nick Meer

Certification Co-Chairs: Peter Meer/Darron Dowda

Vendor: Lisa Ray

Luncheons: Jessica Hayner

Special Events: Paul Irej/Connie Gilley

Newsletter: Sondra Welsh

National Liason: Susan Melton

Web: Johleen Belliston

Political Liaison:

Treasurer: Kathryn MacGeraghty presented a current check register and profit and loss statement (see attached)

Education: Nick Said the flyers are out for the class to be held after the October luncheon. He will have the Meth class firmed up by December 1<sup>st</sup>

Special Events: Sylvia and Jessica are going to start working on door prizes etc for the Holiday party.

Vice President: Bob Alldredge had a copy of a newspaper called "Landlord Times". He is checking on the ad rates. A motion was passed to have the publication sent to our members. The subject of advertising in the publication will be added to the agenda for our annual meeting.

Jan Lassen talked to the Ameristar hotel in Blackhawk about possibly having our annual meeting there. The rooms are \$109 per night, \$700 for a meeting room, and \$900 food purchase required.

Susan Melton said that National will have 6 hour classes and they will be live via internet.

Joan Maranville  
Secretary

---